

GOLD DISK

PageSetter II



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GOLD DISK
PageSetter II

Printed in Canada

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Getting Started

Gold Disk PageSetter II

Contents of the Package

Please check to be sure that you have received a complete *Gold Disk PageSetter II* (referred to in the rest of the manual as *PageSetter II*), consisting of the following:

- This Manual
- A Registration Card
- The Program Licence Agreement Envelope containing:
 - A *PageSetter II* Program Disk
 - A *PageSetter II* Fonts & Utilities Disk

Registration

PageSetter II is a sophisticated product. With this in mind, we understand the importance of good after-sales support. We can only give you this type of service if we know who you are. Please fill in your registration card and return it to us promptly. As a registered *PageSetter II* owner, you will receive information on upgrades and bulletins about our products, as well as access to our technical support phone number.

Technical support is available via mail at:

Gold Disk Inc.
P.O. Box 789,
Streetsville P.O., Mississauga,
Ontario, Canada
L5L 1X2

or can be reached by phone at (416)828-5636, Mondays to Fridays, 9:00AM to 5:00PM, Eastern time.

System Requirements

Computer:

- *PageSetter II* is designed to work on any properly configured Amiga 500, 1000 or 2000.

Operating System:

- KickStart 1.2 or higher. Workbench 1.3 or higher.

Memory Requirements:

- A minimum of one megabyte of memory is required. If you have an Amiga 500 or 1000 with only 512k of RAM, for example, *PageSetter II* will not load.

Display Monitor:

- Any Amiga-compatible monitor.

Disk Drives:

- One Amiga 3.5" floppy disk drive is required. Two drives or a hard drive is recommended.

Output Device:

- *PageSetter II* outputs to most Preferences-supported dot-matrix printers.

Disk Contents:

- There are two disks contained in the *PageSetter II* package. One disk is labeled "Program". It contains the actual *PageSetter II* program and all the data that the program uses. The second disk is labeled "Fonts and Utilities". This disk includes all the files used in the *Tutorial* section. This disk also contains the special Compugraphic fonts for high-quality output to dot-matrix printers, along with a special program that *PageSetter II* uses to 'build' the fonts. It also contains a font-cache editing utility called CacheEdit, and is used to store the font caches themselves. Compugraphic fonts are explained in the *Output* section of the manual under "Compugraphic Fonts").

Conventions Used in this Manual

The *PageSetter II* manual and the software it describes conform closely to standard Amiga conventions. It is assumed that you have some familiarity with basic Amiga procedures. To help novices in

the early stages, some procedures are described in detail even if that may seem redundant to experienced Amiga users. Some conventions used throughout the manual are:

- The use of 'bullets' (•) to indicate related information, lists or sequences.
- Menu selections are often listed using the format: *Menu/Item/Sub-Item*. For example, *Page/Alter/Current* refers to the *Current* sub-item in the *Alter* item of the *Page* menu.
- Where keyboard equivalents are found, the following notation is used (where 'x' is a keyboard character):
 - A x Depress the 'x key' while holding the Right AMIGA key.
 - c x Depress the 'x key' while holding the CTRL key.
 - a x Depress the 'x key' while holding the ALT key.
 - s x Depress the 'x key' while holding the SHIFT key.
- All manual references to *PageSetter II* screen menus, items, sub-items, gadgets and tools are in italics.
- Moving the mouse pointer to a desired location and pressing the left button to make a selection is called 'clicking' or 'selecting'.
- Moving the mouse pointer to a desired location, pressing the button and holding it down so as to move some screen object is referred to as 'dragging'.
- Text in **bold** type is used to highlight important information.
- The COURIER font indicates text to be typed into the CLI or a text line (string gadget) in a requester.

Many of the terms used in this manual come from the publishing field, such as 'pica' and 'leading', or are Amiga-specific, such as 'menu' and 'gadget'. For a complete explanation of these terms, consult the *Glossary*.

Making a Working Copy of

PageSetter II

You should not use the original disks that you received with the *PageSetter II* package other than to make working copies from them. Instead, immediately make a backup copy of each disk to use as your working disks. Put the original program disks away in a safe place, and only use them to make a replacements if your backup copies are lost or damaged. For your convenience, *PageSetter II* is not copy-protected. Please respect the fact that Gold Disk Inc. has made it easy for you to make backups of this

program. Do not sell, lend, give, or otherwise distribute this program to anyone. Please read the Program Licence Agreement and the copyright information relating to unauthorized copying. Remember, software piracy is a crime, and it discourages the development, improvement, and technical support of good software.

Making a Back-up

See “Duplicating Your Disks” and “Copying a Disk” in your Amiga user manual. You can make your copy from either the CLI or the Workbench.

From the CLI (Command Line Interface - the Amiga DOS):

- Use the Amiga Workbench disk, your *PageSetter II* program disk, (the ‘source’ disk) and a blank 3.5" disk (the ‘destination’ disk) on which to make your copy.
- Boot up with the Workbench disk.
- Open the CLI as described in your Amiga manual and type:
DISKCOPY DF0: TO DF1:
- The Amiga will request that you insert the ‘source’, and ‘destination’ disks into the appropriate drives.
- Place the *PageSetter II* Program disk in the first drive (DF0:), after ensuring that the disk is write protected.
- Place your blank disk into the second drive (DF1:), and press the RETURN key. Your *PageSetter II* disk will now be duplicated.
- To copy the Fonts and Utilities disk, repeat the above steps, using the Fonts and Utilities disk as the ‘Source’ disk.

From the Workbench:

- Boot up with the Workbench disk that came with your Amiga. Place the *PageSetter II* program disk in the first drive, and a blank disk in the second drive. Be certain that the program disk is write-protected.
- Move the mouse pointer to the *PageSetter II* Program disk icon, and ‘grab’ it by pressing and holding down the left mouse button.
- Still holding down the left mouse button, move the *PageSetter II* icon over on top of the icon for the blank disk, and release the button.

- The Amiga will provide the necessary instructions to complete the backup.
- After the disk copy is finished, you must rename the copy of *PageSetter II*. To do this, select the backup disk by clicking on its icon, then activate the *Rename* item from the *Workbench* menu, as described in your Amiga manual.
- The backup disk will have been automatically given the name “*Copy of PageSetterII*”. Rename the disk “*PageSetterII*”. Similarly, when you make a backup of the utilities disk, rename it “*PSUtil*”.

WARNING: NEVER REMOVE A DISK FROM ANY DISK DRIVE WHILE THE DISK DRIVE LIGHT IS ON!

If you do, you may destroy the information on the disk. Until you have made a backup of your *PageSetter II* program and utilities disks, be extremely cautious.

Starting *PageSetter II*

From the Workbench:

- Insert the *PageSetter II* program disk “*PageSetterII*” in the first drive, and boot the system.
- Double-click on the *PageSetter II* disk icon to bring up the *PageSetter II* window.
- Double-click on the *PageSetter II* program icon to start the program.

From the CLI:

- Insert the *PageSetter II* disk in the second drive, while your Workbench disk is in the first drive. Open up the CLI, as described in your Amiga manual. Change directories by typing:

```
CD DF1:
```

and pressing the RETURN key.

- Assign the special *PageSetter II* fonts by typing:

```
ASSIGN FONTS: PSUtil:FONTS
```

and pressing the RETURN key.

- When the prompt reappears, run the *PageSetter II* program by typing:

```
PageSetterII:PageSetterII
```


Introduction

Gold Disk PageSetter II

PageSetter II is a versatile and simple to use 'desktop publishing' program. It is page-oriented, rather than document-oriented: the intention of the program is to allow the user to create pages one by one, with the maximum of flexibility to make design decisions at every stage. A document-oriented program is more suited for long, relatively uniform documents.

It is quite feasible to create long documents such as books and magazines using *PageSetter II*, but *PageSetter II* excels in situations where varied layouts with extensive use of graphics are typical; personal letters, newsletters, ad designs, brochures, and educational materials, for instance.

If you do wish to create a longer document, *PageSetter II* has procedures for formatting or coding text at the word-processing stage (see Appendix B: Formatting Text) that make it very productive without sacrificing the convenience of interactive page make-up.

About Desktop Publishing

Although electronic/computer-aided publishing has been around for some time, the technique has until recently required expensive equipment and specially trained operators, as in the more traditional forms of publishing. With desktop publishing you can perform the functions of graphic designers, writers, editors, layout

people and typographers yourself. This not only saves you money, but drastically reduces the time needed to prepare a professional-quality document.

The phrase 'desktop publishing' is often used in a rather misleading way. Logically, the publishing process includes all 'pre-press' operations, from writing and editing to page assembly and platemaking. Desktop publishing programs, though, are more accurately described as 'typesetting and page assembly' programs. *PageSetter II* allows the user to integrate all the stages of publishing on a personal computer, even though many of those stages involve other software products.

The text and graphic components of a document can be gathered from their various sources (word processors, scanners, paint programs, etc.) and assembled into a complete document, then output to a graphics capable printer (eg. dot matrix, ink jet, etc.).

Despite its relative simplicity and economy, typesetting and page assembly with a desktop publishing system is still a skilled process. To create professional quality documents, some knowledge of typography and design principles is essential.

In the same way that microcomputers made computing available to a mass audience, desktop publishing provides access to publishing tools to a larger base of users through personal computers and printers. As the term suggests, it is possible to fit all the necessary equipment for desktop publishing on a desk and with it to produce high quality documents.

Desktop Publishing vs. Word Processing

Desktop publishing is often confused with a sophisticated form of word processing. It is true that a desktop publishing system performs many of the same functions as a word processor. More than that, however, desktop publishing is a process for laying out pages, and this often requires as much manipulation of graphics as of text. Even with traditional electronic typesetting, word processors are used to prepare copy for page layout. Similarly, word processors are often used to create the first draft of text for a desktop publishing system. It is important, therefore, that the system can import text from many different word processors.

PageSetter II has a full-featured word processor built right in. For short projects, it is preferable to create copy from within the desktop publishing system to eliminate the extra step of importing the text, but for long documents, or if more than one person is

preparing the copy, it is more practical to prepare the text on a word processor. The features that you require for your project will also affect whether you use *PageSetter II*'s word processor or a separate word processing package.

About *PageSetter II*

PageSetter II is designed for high quality page layout. Included is a full set of tools for manipulating text and graphics to take full advantage of your printer. We understand the importance of What-You-See-Is-What-You-Get, and have provided all the tools for editing and creating both text and structured graphics available right where you lay out the page. *PageSetter II* will prove to be a powerful yet intuitive tool for page layouts.

Saving *PageSetter II* Documents

If there is one point that should be stressed when using *PageSetter II*, or any software product for that matter, it is that you should save your work often. This 'insurance' will pay for itself the first time you run into any difficulty. For example, saving a document before a major layout change will give you the option of going back to the original layout at any time. Especially when you are first learning to use a computer or a particular program, you could manage to 'crash' the system. Saving files frequently will make sure you lose, at worst, only a few minutes of work.

Another useful practice is to print your documents often.

PageSetter II attempts to provide the most accurate representation of your page possible on the Amiga screen, but it is still only a representation. If you print your document several times during its creation, your final product will take form more quickly and more accurately.

Compatibility

PageSetter II allows you to import files from many other software packages. You can import text from WordPerfect, Scribble!, TextCraft, TextCraft Plus, and many others (in ASCII format). Graphics can be created with such software as DeluxePaint, Aegis Images, Impact, and Digi-Paint, and from hardware peripherals such as the Easy1 pressure-sensitive digitizing tablet and the Digi-View video digitizer. Structured graphics can be imported from *Professional Draw*. Any IFF-compatible package can be used to import text or graphics.

Tutorial

Gold Disk PageSetter II

The best way to learn *PageSetter II* is to use it. With some practice, assisted by the tutorial and reference information in this manual, you can learn to use *PageSetter II* for a wide range of design jobs. In this tutorial we will create a one-page newsletter. In the course of creating the newsletter, you will use many of the basic tools of *PageSetter II*, and you will go a long way toward becoming comfortable with the program.

You will master this program sooner if you supplement the tutorial by experimenting on your own with the various commands and functions of *PageSetter II*. Do not hesitate to try things the tutorial does not cover: you can always restart the tutorial and try again if the situation becomes too confusing.

The tutorial is divided into two parts. The first part shows you how to use the tools and features you need to make a simple layout.

Once you know how to manipulate the basic tools, you can start laying out the sample newsletter in the second part of the tutorial.

The tutorial is only a first introduction to the capabilities of *PageSetter II*. You will find full information on *all* features in later sections of the manual.

To run the tutorial, you will need:

- A working copy of the *PageSetter II* Program Disk.
- A working copy of the *PageSetter II* Fonts and Utilities Disk.

- A blank, formatted Data disk.
- A suitable printer.

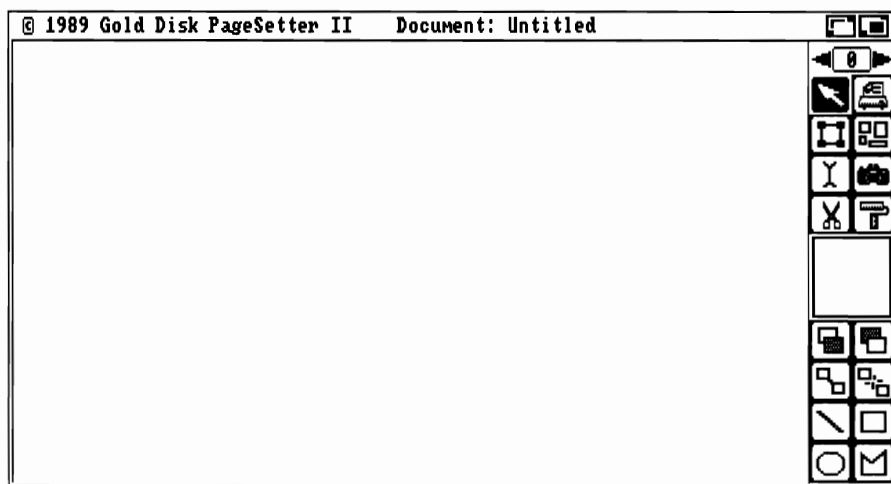
If you are not already in *PageSetter II*, boot up the program in the following way:

- At the Workbench prompt, insert your copy of the *PageSetter II* program disk into the first drive.
- Move the mouse pointer over the *PageSetter* disk icon, and double-click.
- Double-click the *PageSetter II* program icon.

If the program does not completely load, it may be because you only have 512k of memory. *PageSetter II* is designed to work with one megabyte or more of RAM. If you are currently running other programs with large memory requirements (your word processor, for example), you may have to close them down to give *PageSetter II* room to run.

Anatomy of the Screen

Before you begin, take a moment to familiarize yourself with the *PageSetter II* screen, which should look like this:

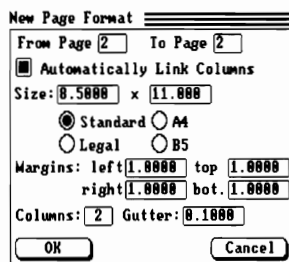


Creating a Page

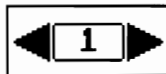
- Hold down the right mouse button to make the menu strip visible along the top of the Amiga screen.
- Keeping the right mouse button pressed down, move the pointer to the *Page* menu (the second menu from the left). When the pointer touches the word *Page*, a 'pull-down menu' appears.

Still keeping the mouse button pressed down, move the pointer down to the *New* item and let go.

- A 'requester window' appears, showing a number of adjustable settings. For the moment, use the *default* settings, which create a letter-sized page (8.5" x 11") with no columns. Click once with the left mouse button on the *OK* gadget in the lower left hand corner of the requester to create the page.

A screenshot of the 'New Page Format' requester window. It has a title bar with the text 'New Page Format'. Inside, there are several controls: 'From Page' and 'To Page' both set to 2; a checked checkbox for 'Automatically Link Columns'; 'Size' set to 8.5000 x 11.0000; radio buttons for 'Standard' (selected), 'A4', 'Legal', and 'B5'; 'Margins' with fields for left (1.0000), top (1.0000), right (1.0000), and bottom (1.0000); 'Columns' set to 2; and 'Gutter' set to 0.1000. At the bottom are 'OK' and 'Cancel' buttons.

A representation of the page appears on your art board. Also, at the top of the gadget strip on the right hand side of the screen, the page number (*page 1*, in this case) is displayed.



Keyboard Commands

The *New Page Format* requester that you called up with the mouse and the pointer can be accessed directly with a keyboard equivalent, in this case (CTRL N). Call it up again, this time using the keyboard equivalent of the mouse command. Hold down the CTRL-key and press the N-key.

The *New Page Format* requester pops up again. Click on the button called *Automatically Link Columns* to turn it off. Click the *OK* gadget at the bottom left of the requester. The page number changes to 2 (you now have two pages in memory see "Page Numbers" in the *Reference* section). Most of the commonly used features of *PageSetter II* can be accessed with either the keyboard or the mouse. The mouse/pointer/pull-down menu system is the simplest and most natural way to get at *PageSetter II*'s features, especially for a novice. When you become proficient with *PageSetter II*, you will want to make more use of the keyboard equivalents. A full list of keyboard equivalents can be found in Appendix A: Keyboard Equivalents.

The New Page

The new page appears on the screen as a white rectangle with rulers along the top and the left sides. By default, the page appears on a standard Amiga monitor screen at 33% of its actual (printed) size so that you can see the entire page at one time.

Saving and Opening (Loading) Your Documents

Before you begin the second part of this tutorial, you should know how to save and load your document. *PageSetter II* loads and saves files in a manner familiar to users of other Amiga programs.

Saving a Document

Although this tutorial is short, you may not be able to, or not wish to finish it in one session. You should know how to save your current document so that you can continue from where you left off at a later date. Also, saving your document to disk at frequent intervals is a very good habit to get into. Especially while you are learning to use *PageSetter II*, you will want to protect your work from destructive features that you may accidentally invoke, such as the power OFF switch.

Before saving a document, make sure that a formatted data disk is in your Amiga's internal disk drive (DF0:).

Since we have already created a page, we will demonstrate how to save the blank page as a document on disk. There are two ways to save a document to disk. The first is with *Save As*.

To use Save As:



- Make sure that your data disk is in the internal drive (DF0:).
- Select the *Save As* item from the *Project* Menu.
- When the *Save Document* requester comes up, click on the *DF0:* gadget.
- In the *File* text line, type the name for your document, *TESTSAVE* for example.
- Click *OK* to save the document.

For more information on the file requester, see the *Reference* section. The name of the document (visible from the status line) will change to the name that you have specified with the *Save As* item.

The second way of saving your document is to select the *Save* item. The *Save* item is very convenient when you are updating a file that you are working on. You could save modifications to the file frequently without the hassle of re-entering the same file name information.

WARNING: the *Save* item overwrites the previously saved file.

Selecting *Save* causes your file to be saved immediately to whatever disk and directory was used in the *Save As* operation, or the default drive and directory if the *Save As* operation has not been used. If no file name has previously been specified using the *Save As* item, *PageSetter II* will automatically name the document "*Untitled*" and store it in the default directory.

Loading a Document

If you want to load a previously saved file, use the *Open* item from the *Project* menu. To demonstrate this, clear the document in memory, and restore the document that you have already saved.

To clear the document in memory:

- Select the *New* item from the *Project* menu.
- A “Warning” requester may appear.
- Click *Yes*, and the page on screen will be erased. The name of the document will revert to “*Untitled*”.

To load the previously saved document:

- Select the *Open* item from the *Project* menu.
- A requester similar to the one used in the *Save As* item will appear.
- Select the disk drive and directory, if necessary.
- *PageSetter II* will give you a list of all the documents located on that disk (in this tutorial there will only be one). In cases where a long list of files is presented in the requester window, you can click on the “SORT” gadget at the bottom of the requester to put the names in alphabetical order. This will make it easier to find the file that you are interested in.
- Click on your file with the mouse pointer. *PageSetter II* will take your selected file and transfer the name to the “*File:*” text line.
- Click the *OK* gadget to load the file.

NOTE: The results of the previous two steps can also be achieved by double-clicking with the left mouse button on the file name.

PageSetter II will load that file and you will see your document on the screen. In this case, you will see the blank page that you created earlier. For more information on the file requester, see the *Reference* section.

Now that you know how to save and load files, we can start the tutorial. Keep in mind that you can stop and restart at any time you wish.

Making and Using Boxes

The most important idea behind *PageSetter II* is its use of ‘boxes’.

Once you fully understand boxes, you have grasped the main concept of *PageSetter II*. Every object, whether it is text, structured drawings or bitmap graphics, which is on the page, is placed in a box. Boxes can be any size and, as the name implies, are rectangular in shape. But a box is more than just a defined holding area. You can change

many attributes associated with a box. For example, a box can have visible frames, or be filled in with a pattern. Boxes can even have margins internally for your text to follow (much like a page has margins). Boxes can also serve as windows for your graphics, allowing you to crop the graphic to any size.

Start by experimenting with creating and manipulating boxes. For now we will experiment with empty boxes. We will fill them with text later, but it helps if you know how to handle them.

To create a new box:



- Click on the *Box Create* tool from the general tools section of the tool palette (see “Tool Palette” in the *Reference* section).
- Move the mouse to the position on the page where you want the top left hand corner of the box to appear (place it anywhere inside the top left hand side of the page). For our purposes, the exact position does not matter.
- Press the left mouse button and drag the mouse over to the position where the bottom right hand corner of your box is to be placed, approximately at the 7.5" x 3" setting, and release the button. The outline of a large box will now be visible.
- *PageSetter II* will remain in the *Box Create* mode to allow you to create more boxes.

Go ahead and experiment by placing a couple of boxes on your page. To help you when you are creating a box, the position of your mouse is always shown as thin lines on the rulers around the page. Also, the position of your mouse, in relation to the top left hand corner of the page, is indicated by the two coordinate numbers on the menu bar (when you are creating or resizing a box, the figures will change to represent the box dimensions, not its position on the page).



To return to the mode of operation that you were in before activating the *Box Create* tool, click on the *Null Pointer* tool. Boxes are displayed with thin outlines around them. These outlines will not print out on your final page. They are only a visual guide for you. You will also notice that only one box, the one created last, has a solid outline, while all other boxes have broken (dashed) outlines. The box with the solid outline is called the ‘Active Box’.

The Active Box

The Active Box is the one that you are currently working on. To work on a different box, click in the desired box. The box you click in will become the Active Box.

Moving and Resizing a Box

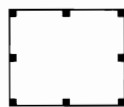
After you have created a box, you can change its position or its size with ease.

To move a box:

- Press the left mouse button while the pointer or any tool is located anywhere in the interior of the box and hold it down. The pointer changes into a hand shape, which tells you that the box is ready to be moved.
- Drag the box to its new position. The outline of the box will move with your mouse. The coordinates of the top left corner of the box appear on the right side of the menu strip, corresponding to the ruler cross hairs that are visible on the top and left edges of the page.
- Release the mouse button to let go of the box.

Handles

Box outlines have eight ‘handles’ (one on each corner, and one in the middle of each side). These handles can be grabbed with the *Null Pointer* tool, and moved, causing the box to change size and proportion.



To resize a box:

- Move the pointer to any of the handles on the box, depending on which dimensions you wish to change. For example, if you decide that you want the bottom of the box to drop lower, but are satisfied with the left and right sides, drag with the middle handle on the bottom of the box outline.
- Move the pointer up or down to cause the box to change size, and release the button at the desired location.
- For precise control of positioning and resizing of boxes, you can use the *Alter Active* item in the *Box* menu (see the *Reference* for details).

Deleting a Box

Deleting a box is very easy. First, make the box you want to delete active. Then select the *Delete Active* item from the *Box* menu.

NOTE: If the box that you wish to delete contains any information (text, graphics, or drawings), *PageSetter II* will pop up a warning requester for a confirmation before deleting the box and its contents. Alternatively, you can click on the *Cut* tool. This puts the box into the *paste* buffer. You can get it back by pasting the box (See *Reference* for more details).



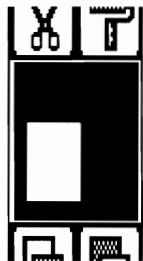
A Closer Look

At the default magnification (33%), it is quite difficult to accurately position boxes manually, text is illegible. You can zoom in for a closer look, so that any information that you place in the box will be readable. Four magnification modes are available: 33%, 50%, 100% and 200%. You can change your magnification at any time without losing any information.

To change your magnification level to 100%:

- Select the *100%* sub-item of the *Magnification* item in the *Preferences* menu.

NOTE: To the right of every magnification option is a keyboard equivalent. You will find it quicker and easier to use the keyboard equivalents, rather than the mouse, to change the magnification (See Appendix A: Keyboard Equivalents).



You will see that the page zooms in and fills the screen, and that only a small part of your page is visible at one time. The part of your page that is visible is displayed in the *Page Position* gadget. You can move your screen around to view other parts of the page at this level of magnification.

To move about the page:

- Move the mouse over the *Page Position* gadget.
- Drag the small white rectangle (this represents your screen) in the *Page Position* gadget, and release the button when you have moved it to the area of the page that you wish to view.

Try the other magnifications. Experiment, using both the mouse and the keyboard. Thus, to attain the 100% magnification level, hold down the Right Amiga Key and depress the '2' key. For a list of all keyboard shortcuts, consult Appendix A: Keyboard Equivalents.

From this point on, feel free to use the magnification level that you prefer while performing any of the functions in this tutorial. The tutorial will prompt you to set a particular magnification level only when it is necessary that you be in a specific level to perform an operation. Otherwise, use your discretion. All features of the program will work in any given magnification level.

Using the Art Board

The art board is the *PageSetter II* equivalent of a designer's drawing table or light table. It can be used as a storage location for boxes that you wish to keep off the page for one reason or another.

If you have a very complex page, and wish to reorganize the format, but maintain the boxes and their information, you can temporarily move any or all of the boxes to the art board.

The art board serves as more than just a storage place, however. You can actually create boxes directly on the art board and place text, graphics and drawings in those boxes. All of the box resizing and manipulating features work on the art board as well as the page.

PageSetter II tells you if you are over the art board or the actual page. If you move a box on the page, the pointer turns into a hand. When moving that box off the page and onto the art board, the pointer changes to a thumb tack.

The real power of the art board lies in that it allows you to move boxes from one page to another. Although the page will change, the art board and its contents will remain. See the *Reference* section for more on box manipulation.

NOTE: At the 100% and 200% magnification levels, you may not see any part of the art board. This does not, however, prevent you from placing boxes on the art board.

To place a box on the art board at 100% magnification:

- Switch to 100% magnification.
- Create a box.
- Grab the box and drag it over the ruler at the page edge.
- Move the hand pointer to the edge, over the ruler. At this point the hand changes into a thumb tack. If you place the box on the ruler, the box is placed off the page, and onto the art board.

You can confirm this by switching back to the 33% magnification level.

To make the page invisible:

- Select the *Visible* item from the *Page* menu.

The page and its contents will disappear, leaving only the art board. If a box seems to disappear when you move it off the page, it has probably ‘fallen under’ the page. It becomes visible again when the page is made invisible.

To bring the page back:

- Select the *Visible* item from the *Page* menu again.

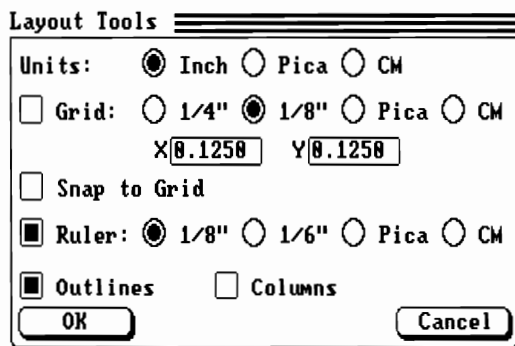
The page will now reappear with all its contents intact.

When you finally save your document, your art board will be saved with it, allowing you to safely save half-finished documents.

Experiment by creating and manipulating boxes on and off the art board. Once you realize how easy it is, you will use the art board quite frequently.

Using the Grid

As you have found out, it is difficult to position boxes with great accuracy using the mouse. You can use a grid to help you position boxes more precisely. In addition to being a visual guide, the grid in *PageSetter II* can automatically align boxes to the grid line intersections, unlike grids on paper. The grid lines will not print out on your final page. Grid lines can be chosen in several units of measurement: Inches, Picas and Centimeters. We will use Inches for this tutorial.



To set grid spacing:

- Select the *Layout Tools* item in the *Preferences* menu.
- You will see that the unit of measurement is Inches (the default setting). You will need a grid spacing of 1/2 inch for this tutorial.
- Click on the X: *spacing* text line to change the spacing.
- Delete the contents using the backspace and DEL keys.
- Type in 0.500 and press RETURN. Do the same with the Y: *spacing* text line.
- Make the grid lines visible by clicking the *Grid* gadget.
- Turn on *Snap to Grid* to force all future boxes on the page to align to the grid line intersections.
- Click the *OK* gadget when you have set the desired options.

Create a box or two to see the effect of using the *Snap to Grid* item.

Groups

You can move several boxes at one time, in much the same manner as you move one box, while keeping their positions relative to each other unchanged. Grouping allows you to manipulate one or more boxes in many different ways. As well as moving several boxes at once, you can clone, delete, align, and center groups. You are also free to add and subtract boxes to and from a group.

Making and Moving Groups

To demonstrate grouping, make sure that you have three or four boxes drawn close together on your page.

To make a group of boxes

- Select the *Group* tool from the tool palette. This tool allows you to select a number of boxes that *PageSetter II* will remember as a group.
- Drag an outline around the boxes you want to group. Every box that is completely enclosed by the outline is grouped.



NOTE: Only one group can be active at a time. After you have created a group, the *Group* tool is cancelled and replaced by the *Null Pointer* tool.

Before you selected the group, the active box had a solid grey outline and the other boxes were outlined with broken, dotted outlines.

When you select a group, the active box remains, as before, with a solid gray outline, but the other boxes in the group are now represented with long dashed outlines.

To move the group:

- To move the group (all of the boxes at the same time), hold the SHIFT key, and grab any box in the group.
- Move the box and the grouped boxes will move together.
- Release the mouse button when you are satisfied with the position of the group.



Rearranging Groups

It is possible to rearrange the position of boxes from within a group, yet still keep the group intact.

To change the position of a box from within a group:

- Grab the box that you wish to move within the selected group and move it as if you were to move the box on its own. Do not use the SHIFT key.

Adding Boxes to a Group

You can add boxes to an established group at any time.

To add a box to the existing group:

- Press the SHIFT key, and click on the box that you wish to add to the group.
- The new box is now a part of the group. You can verify this by moving the group.





Removing a Box

- To remove a box from the group, use CTRL-select. Press the CTRL-key and click on the box that you wish to remove from the group.

Deleting a Group

- To delete all boxes in the group (and their contents), select the *Delete* item in the *Group* menu. If any of the boxes in the group is not empty, a warning requester will ask for confirmation of the action.

Creating the Newsletter

For this newsletter, you should start with a clear page. Select the *Project/New* item followed by the *Page/New* item. Turn *Automatically Link Columns* off and click on *OK*.

Preparing a Masthead.

Now that you have practised the basics of creating boxes and activating the tools necessary to create a layout, you can go on to create the newsletter.

To create a box for the masthead:

- Create a box starting at the 1" x 1" ruler setting. You do not have to position it exactly at the grid intersections. Remember that *Snap to Grid* is enabled so that the box will automatically place itself exactly at the 1" x 1" location.
- Stretch the box over until it is one inch in height, and 6.5 inches in width. Do not forget to select the *Null Pointer* tool to get out of the *Box Create* mode.



Entering Text in your box

PageSetter II is capable of importing text from a variety of different word processors. But there are situations, such as a newsletter masthead, where you may wish to add text at the last minute, without going to the inconvenience of using a separate processor. *PageSetter II* provides you with a full WYSIWYG (What-You-See-Is-What-You-Get) word processor that lets you type and edit your text at any time right on the screen. In fact, if you wish, you can create the text entirely in *PageSetter II*.

To enter text into a box:

- Select the *Text* tool from the general tool palette.
- Click inside the masthead box. A small line cursor will appear in the top left-hand corner of the box.
- You can now type in the headline of the masthead (try “New Laser Times”), correcting any mistakes with the backspace and cursor keys.

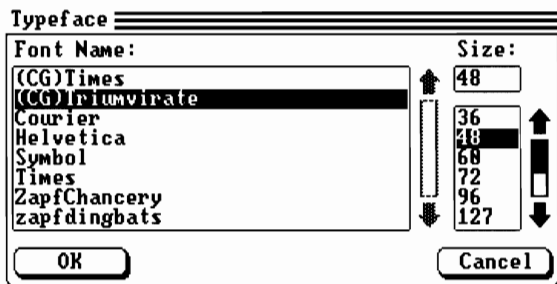


The text is displayed on the screen in the default (CG)Times font style at a size of 12 points (for more information about fonts and point sizes consult the *Glossary*). The text for the masthead of the newsletter should actually be 48 point type, in the (CG)Triumvirate font style.

Changing Point Size and Typeface

To change the text to 48 point (CG)Triumvirate Bold centered text:

- Select the *Edit/Select Box* item. All the text in that box will be highlighted. This is called a 'marked block' of text. While there is a marked block of text, all changes to the text attributes through the *Type* menu will affect the entire block.



- Select the *Type/Typeface* sub-item. A requester will appear containing a list of the available typefaces, and point sizes. Select (CG)-Triumvirate by clicking on the (CG)Triumvirate line in the font list. Use the scroll bar as necessary.
- To change point sizes, either click on the desired pointsize in the list or, if the pointsize you want is not in the list, click in the *Size:* text line and type in the value - in this case 48. You now have 48 point (CG)Triumvirate. Click on the *OK* gadget in the lower left corner of the requester.
- Choose *Type/Style/Bold* to enable bold style text.
- Select the *Type/Justification/Center* sub-item to center the block of text.
- Select the *Null Pointer* to exit *Text* mode.



Changing Box Attributes

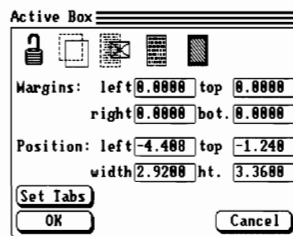
You can change many aspects, such as background pattern, border style, margins and positioning, of the box that you have just created.

In the newsletter, many of the box attributes are different than the ones that *PageSetter II* has given you by default.

The newsletter uses a top margin of 0.250". Margins in boxes do not refer to their positioning on the page. The *Position* control has that function. Rather, margins refer to the positioning of text and graphics in the box. You will notice that the text in the masthead box is positioned at the top center of the box. To move the text lower in the box (i.e. set up a top margin), you must change the *Top Margin* value from "0" (its default).

To change the Top Margin:

- Select the *Box/Alter Active* item, or double-click on the box.
- Click on the *Margins/Top* text line, and change the value to 0 . 250 inches and hit RETURN.
- Select the *OK* gadget.



Creating Columns for the Body Text

Looking at the example newsletter, you see that there is a bitmap graphic in the center of the two columns. We will ignore the bitmap picture for now. We will create the two straight columns first.

Just as you created a box for your masthead, now you must create a box for your body text. Referring to the illustration of the newsletter, we see that there are two columns. You could just create two boxes, in the way you created one for the masthead, and use your resizing and repositioning skills to eventually match up the boxes. However, there is an easier way.

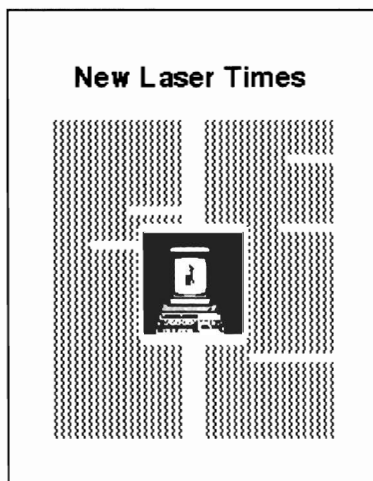
Earlier when you created your page, you retained all of the default settings. *PageSetter II* allows you to make changes to the specifications of that page at any time, without losing the contents of the page.

First, reduce the magnification back to 33% in order to see the entire page.

The newsletter has two columns. Each one is 3.000 inches in width, starting 2.500 inches from the top, and ending 1.000 inches from the bottom.

To redefine your page with guidelines for two columns follow these steps:

- Select the *Page/Alter/Current* sub-item in the *Page* menu. The familiar *Current Page Format* requester will appear.
- Change the *Margins/Top* value to 2 . 500 inches, and *Margins/Bottom* to 1 . 000 inches.
- Make certain that the *Margins/Right* and *Margins/Left* text lines are both set to a value of 1 . 000 inch.
- Change the number of *Columns* to 2. Set the *Gutter* (the amount of space between columns) to 0 . 500 inches.
- Select the *OK* gadget.

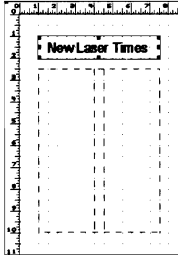


The page looks a lot like it did before. To make the columns visible, activate them the same way as you activated the grid.

To activate column outlines:

- Select the *Layout Tools* item under the *Preferences* menu.
- At the bottom of the *Layout Tools* requester, click on the *Columns* gadget. Then click *OK*.

The columns are now visible as dotted lines.



NOTE: The columns are not boxes, but outlines. You cannot directly move or resize columns. The outlines make your job easier by giving you accurate, precise guides. You do not have to stick to the margins or placements of the columns. They will not restrict you in any way. They are just visual guides. To use the columns to hold text, you will have to place boxes over the outlines. There is an easy way to accomplish this, which is called 'Auto Boxing'.

Auto Boxing

Before you can fill your columns with text, you must import that text into *PageSetter II*, or write it in the *PageSetter II* word processor. On the Fonts and Utilities disk is a text file created for this newsletter. You can import that file now.

To import text:

- Select the *Project/Import/Text* sub-item.
- The default requester is titled "*Import Generic file?*". *PageSetter II* will permit you to import text from a wide variety of Amiga and other word processors. In this case, the text file was created with WordPerfect, so you do not want to use the default ASCII import. Select *Cancel*.
- From the *Preferences* menu, select the *Text Format/Transcript* sub-item.
- Now select *Project/Import/Text* again.
- The *Import Transcript File* requester will appear. Click the *DF0:* gadget and click on the *NEWSLETTER* directory.
- Click on the first file: "NewsLetter.txt".
- Click the *OK* gadget to import that file.

You now have a text file waiting to be placed on your page (actually, it is sitting in the text paste buffer).

- Click the *Text* tool to indicate where you wish to place this text.
- Move the pointer on top of the first column outline and press the left button while holding down the CTRL key. The largest

possible box is created inside the column. You want the text to be 12 point, (CG)Times, plain, flush justified.

- Change the typeface to (CG)Times by selecting the *Type/Typeface* item, and clicking on (CG)Times in the *Typeface* list.
- Select the point size of the text by clicking on 12 in the *Pointsize* list.
- Click on the *OK* gadget to finalize your choices.
- Select plain text by selecting *Text/Style/Plain*.
- Select flush justification by using the *Type/Justification/Flush* sub-item.
- Finally, select the *Paste* item in the *Edit* menu. That is it. Your text is now placed on the screen.
- Select the *Null Pointer* to exit *Edit* mode.

NOTE: If you are at 33% magnification, the text will appear 'greeked' and you must view the page at a higher magnification if you want to read it.

You have used the Auto Box feature to place your text.

PageSetter II created a box for you with the same dimensions as the column that you had specified earlier. If you change your mind, you can resize and move the box as you please. Auto Boxing allows you to fill pages with text very quickly and with precision.

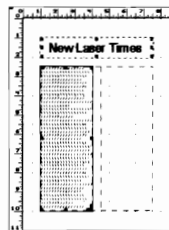
Increase the magnification, and move the *Page Position* gadget in the tool palette to view the part of the page with the copy that you have just placed on the page.

Linking Text Boxes

Set the magnification back to 33%. The bottom right hand corner of the text box is highlighted with an inverted 'L'. *PageSetter II* is telling you that not all of the text from the file will fit in the first box that you specified. Now you want to link the first column with a second column, so that the text that would not fit in the first column will spill into the second one.

To link two boxes:

- Make sure that the first box is selected as the Active Box.
- To link two boxes, select the *Link* tool. The pointer will change to the link pointer.
- Move the pointer over the second column outline and click while holding down the CTRL key (using the Auto Box feature again). A new box will automatically be created in the second





column and the text that did not fit in the first box will appear at the top of the second box.

- Select the *Null Pointer* to exit the *Link* mode.

Now, we will look at the graphic.

Importing Graphics and Drawings

You can import graphics and drawings in a way similar to that which you were able to import text. There is a big difference between a graphic and a drawing. A graphic is a picture that is stored as a bitmap. Any picture created in paint programs such as DeluxePaint, Aegis Images, DigiPaint, using the mouse or a graphic tablet such as the Easy1 pressure-sensitive drawing pad, or which was created with a scanner such as Digi-View, is considered a graphic.

A drawing is a picture that was created using structured graphics. The picture is stored as a mathematical representation of what is seen on the screen. Any picture created in *Professional Draw* with the *PageSetter II*'s structured drawing tools is considered a drawing. For more information about drawings and graphics, consult the *Reference* sections.

The graphic used in the sample newsletter is also on the Fonts and Utilities disk. In this newsletter, the graphic will be placed near the center of the page.

To make a graphic box:

- Use the *Box Create* tool from the general tool palette.
- Create a new box for the graphic. The graphic must have an empty, active box ready to receive it in order to load.
- Create a box starting at the 3" x 5" grid location.
- The bottom right hand corner of the box should extend to the 5.5" x 7.5" grid locations.
- Once your box is created, select the *Null Pointer* tool to exit from the *Box Create* mode.

To load a graphic into the graphic box:

- Select the *Project/Import/Bitmap Graphic* sub-item.
- A file requester appears.
- Click on *DF0:*, then click on the "NewsLetter" directory.
- Select the file "NewsLetter.pic".
- Select the *OK* gadget.

Look at the newsletter, and you see that, at this point, the graphic is in the middle of the page, overlapping parts of the other two columns.

You could use your editing skills to laboriously add spaces to the text in the overlapped parts of the columns, so that a box would fit in a cleared space in the center of the page. *PageSetter II* gives you a much easier solution which is called text runaround.

Text Runaround

Text runaround is a feature that will wrap text around any box that is over it so that the text and the box will not overlap each other.

To activate Text Runaround

- Click on the graphic box to make it active.
- Select the *Box/Alter/Active* sub-item from the *Box* menu to change the graphic box's attributes.
- The *Active Box* requester will pop up.
- Select the *Impermeable Box* gadget.
- Set all box margins to 0.100 inches.
- Click *OK*.



The text in the box below our new graphic box reflows itself around the graphic box. The text runaround feature can be used to create drop caps, or to insert a pictorial element anywhere in columns of text.

Structured Graphics

Your page is now complete except for a few cosmetic additions in the form of horizontal lines that you will now draw on the page. Adding straight lines, at any angle, is simple. So is adding rectangles, ellipses, or polygons. All of the structured drawing tools that you require are available on the screen, in the structured *Drawing Tool* palette (see the *Reference* section for a description of the structured drawing tools).



The real advantage in using the structured drawing tools is that they produce 'drawing' quality results. This means that the structured graphics will output in the highest resolution of printer that you have available. A straight line at a 49 degree angle will look very straight (no jaggies) when output to a 300 Dot Per Inch laser printer. The same is true for the *Ellipse* tool, the *Polygon* tool, and the *Rectangle* tool.

These tools can be used anywhere on the page without creating a box prior to their placement. *PageSetter II* will automatically create an exact fitting box for your structured graphic upon completion.

Back to the newsletter. Let's draw a one point horizontal line at the 2 inch mark. Since you have Grid Snap enabled at 1/2" increments, positioning the graphic at the precise location desired will be simple.

To place the structured graphic:



- Select the *Line* Tool from the structured graphic palette.
- Select the *Draw/Line Weight/1 point* sub-item.
- Position the pointer at the 1" x 2" location.
- Drag the line out to the 7.5" x 2" mark and let go of the left mouse button.

You may have noticed that the line will drag out and follow your pointer at any angle. You may have also noticed that it required a bit of patience in order to create a perfectly horizontal straight line. In this case, the snap to grid ensured that you created a perfectly straight, level line. But you will often work without snap to grid, which will make it much more difficult to create straight lines. That is why *PageSetter II* provides you with a constraining feature for drawing with structured graphics.

Constraining Structured Graphics

Constraining Graphics will limit their shapes or angles to certain predefined values. For example, constraining a line will only allow

you to create lines at 45 degree angle increments. Constraining rectangles will only allow you to create squares. By constraining ellipses, you can only create circles.

To demonstrate the constraining feature, and how easy it is to create a perfectly horizontal line, delete the line that you have created, even if it was correct.

To delete a structured graphic:

- Click on the structured graphic box to make it active.
- Select *Box/Delete Active*. When a warning requester appears; click *Yes*.

Now de-activate *Snap to Grid* (select *Preferences/Layout Tools* and click the *Snap to Grid* gadget OFF in the *Layout Tools* requester).

Placing Constrained Graphics:

- Start by selecting the *Line* Tool as you did previously.
- Move the pointer to where the line is to begin.
- Before pressing the left mouse button to start drawing, press and hold down the ALT key. This key informs *PageSetter II* that you wish to enable the constraining feature.
- Now, press and hold the left mouse button and drag out the line. You will notice that the line will remain horizontal, even if the pointer moves up and down slightly. To further demonstrate the constraining feature, move the pointer around the first anchor point of the line (the point where you began to draw). The line will jump at 45 degree angle increments.
- Release the mouse button when the line is at the desired location.



Again, boxes containing structured graphics can be moved and resized just like any other box that you would create yourself with the *Box Create* tool. In resizing the box, the graphic will always keep its relative position to the page, unless, of course, you move the entire box.

In the illustration of the newsletter, there is a similar line located 10.5 inches down the page. Draw a similar line on your own page. That is it. Your newsletter is now finished.

Viewing the Newsletter

You can view the newsletter without the distracting rulers, or box outlines. After all, they do not print on your page.

To disable all of the non-printing outlines:

- Select the *Preferences/Layout Tools* item. The *Layout Tools* requester pops up.
- Turn OFF all of the following:
Grid, Ruler, Outlines, Columns
- Click *OK*.

PageSetter II will now show you the page without any outlines or grids. This will give you a better preview of the final output.

Printing your Newsletter

Assuming that you have a printer connected, the process to print a page is as follows.

To print a page:



- Select the *Project/Print* item, or click on the *Print* icon. A print requester will appear.
- In most cases, you will not need to change any of the settings in this requester. Make sure that the correct printer options have been selected via the Amiga's *Preferences* tool.
- Make sure that your printer is ready to receive data. Then click on the *OK* gadget.

In a few minutes the printer will produce your first page.

Conclusion

While creating this page, we created and deleted boxes, defined columns, used groups, created and used grids, imported text from a word processing program and created text with *PageSetter II*'s own text editor. We also linked boxes, styled, and justified text, imported a graphic, ran text around it, created some rules with structured graphics, practised the use of constraints, and practised outputting the page.

Where do you go from here? Experiment. There are many other features that were not discussed in this tutorial. Only through experimenting with the various features explained throughout this manual will you actually acquire skill in their use.

There is a copy of the finished newsletter on the Fonts and Utilities disk. If in your experimentation, you destroy a part of the newsletter, you can always recall the original from the disk. The newsletter is a great testbed for further experiments with more advanced features. The file is called "NewsLetter.Final", and can be loaded from the "NewsLetter" directory of the Fonts and Utilities disk with the use of the *Project/Open* item as described earlier in the tutorial.

Concepts

Gold Disk PageSetter II

This section gives you a general overview of the concepts that the *PageSetter II* system uses in creating a document. It is not a step-by-step guide like the *Tutorial*, and it does not go into operational detail like the section *Reference*. Instead, in this section you will learn how the pieces of the system work together, and gain a general understanding of how to create a document.

It is assumed here that you have worked through the tutorial, and that you have a fair idea of how to find your way around the *PageSetter II* screen and menus. By the time you finish this section, you should have a much clearer idea of how *PageSetter II*'s parts work together, and you will be prepared to learn the details of the program's operation.

The following concepts are important to grasp before learning any details of *PageSetter II*'s operation:

- The Screen
- Menus, Tools and Requesters
- Pages
- Boxes
- Text
- Bitmap Graphics
- Structured Drawings
- Printing

Each of these concepts will be covered separately in this section.

The Screen

As stated at the beginning of the manual, *PageSetter II* is a 'page-oriented' typesetting and page assembly program. *PageSetter II* duplicates, in computer form, many of the traditional tools and methods of graphic designers.

The screen is your art table, with a representation of your current page on the right hand side of the screen. The normal screen display is 640 by 400 pixels on an ordinary NTSC (North American Video Standard) monitor. Using an 'overscan' utility such as "MoreRows", you can display up to 704 by 442 pixels at once, although this takes more memory.

Multitasking

PageSetter II supports multitasking, up to the limits of chip and overall memory. This means that you may be able to run other programs simultaneously with *PageSetter II*. In a case where the programs take up a lot of chip memory (such as *PageSetter II* and Deluxe Paint III, or *PageSetter II* and WordPerfect), there may not be enough chip memory to support both.

Art Board

Any area of the screen outside the current page is known as the 'art board'. The art board is a convenient area to store parts of the document. If you want to have text flowing into boxes on widely separated pages, you can keep a box with overflow text sitting on the art board until you find a space for it on another page. If you wish to reorganize a page, you can remove parts of the page on to the art board until you need them again.

Grid

You can set up grids on your page to create a consistent, organized framework for positioning text, drawings, and graphics.

Rulers

There are rulers on the top and the left side of the page, marked out in whatever units of measure (inches, picas, or centimeters) you choose.

Menus, Tools and Requesters

You work on your document in *PageSetter II* through the use of various *Menus*, *Tools* and *Requesters*. Tools are accessed from the *Tool Palette* on the right hand side of the screen. They let you use the mouse to work directly with a document. For example, tools let you create, group, reorganize, and link boxes. These operations are performed immediately as you use the tools on the desired object (a box, in the

case of the above mentioned tools). The standard Amiga pull-down menus along the top of the screen are generally used to perform operations where more information needs to be transmitted, such as selecting a typeface, text size or style, changing patterns or line thicknesses, or bringing up requesters that let you change various settings. Requesters are used when you need to enter more information about something, and are often brought up by a menu selection.

Menus

All the menu selections are covered in detail in the *Reference* section of the manual. All the details about using boxes, for example, can be found under the *Box* menu section. Through the *Project*, *Page*, *Box*, *Group*, *Type*, *Edit*, and *Preferences* menus, you can perform any operation in *PageSetter II*'s repertoire. Most menu selections have a keyboard equivalent to speed up operation for experienced users. You should use the menus at first to see what's available and learn the menu items. Then learn the 'hot-keys' for the operations that you perform most often.

Tools

The tools are also covered one at a time in the *Reference* section. The tools are generally easy to use: click on the tool, perform the operation, then click on another tool or perform more operations using the same tool.

There are several general tools (*Box Create*, *Null Pointer*, *Group*, and *Text*) that you must specifically turn on and off. For example, if you wish to create a box, you must select the *Box Create* tool. If you wish to type text into the box, you must select the *Text* tool. If you wish to move the box, you must select the *Null Pointer*. This seems simple, but if you forget which tool is currently in use, you may become confused. The only exception to this convention is the *Group* tool, which automatically turns itself off and selects the *Null Pointer* after you make a group. The reason for this exception is that *PageSetter II* only allows one group to be active in the document at one time.

Another group of tools perform a specific operation and then turn themselves off: *Print*, *Cut*, *Copy*, and *Paste*.

Tool Pointers

Several tools have mouse pointers to help you see which one is currently in use. The *Null Pointer* is an arrow. When you move a box on a page, the pointer turns into a hand. When you move a box onto the art board, the pointer turns into a thumb tack. The *Text* tool pointer is a vertical line showing the exact point at which text will be inserted. The

Box Create and *Group* tool pointers are a set of crosshairs, to allow you to drag a box to a precise location. To let you see the location of the crosshairs quantitatively, guidelines appear on the rulers at the top and left of the page whenever the crosshairs tool is in use. On the top right of the menu strip, the exact coordinates of the pointer's location are displayed in the current units of measure.

Requesters

Some menu selections cause a requester to appear. The different types of requesters are: File requesters with a standard layout; Warning requesters with simple Yes/No options; and Specialized requesters. Requesters are one way *PageSetter II* asks for instructions, and presents choices for you to select. The various requesters are described in detail in the *Reference* section.

Keyboard Shortcuts

PageSetter II allows you to use the mouse to make menu selections, but it also offers keyboard equivalents to allow users to make selections more quickly.

There are some general shortcuts which are useful in making selections from requesters. For instance, press RETURN instead of clicking *OK* to cause a file to load or save, and double-click on a file name to cause the file to load or save.

Many of the keyboard equivalents are grouped to make them easier to remember:

- CTRL x: Holding down the CTRL key and pressing a second key usually selects a non-menu item.
- ALT x: Holding down the ALT key and pressing a second key usually alters something.
- A x: Holding down the Right AMIGA key and pressing a second key usually selects a general menu item.
- F: Pressing a function key selects a text editing item.
- SHIFT x: Holding down the SHIFT key and pressing a second key performs a selection not assigned to the keyboard equivalents listed above.

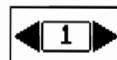
For a complete list of keyboard shortcuts, see Appendix A.

The Page

A Page contains all the elements ('boxes') that make up a page of your document. Pages are kept in consecutive order within *PageSetter II*.

A *PageSetter II* document consists of any number of pages, all held in the computer's memory at once. The screen displays one page at a

time, and you can ‘flip’ up and down through the pages in your document or go to a specific page number using the *Page Number* gadget on the top of the Tool Palette.



Using the *Page* menu, you can create new pages, alter existing pages, and delete pages. You must create a page before working on a document; if you begin working with boxes before creating a page, you are only working on the art board, and nothing will be printed. Pages can be different sizes, and can contain information about columns and margin sizes.

The Magnified Page

You can work on a page at a number of different magnification levels, depending on the detail at which you need to work. For example, when editing text, you may wish to use the 100% magnification level to make the text easily readable, but you will switch to the 50% or 33% magnification level to get an overall view of the page.

When you are working on a page in one of the higher magnification levels, you may find it useful to be able to see where you are on the page, and to scroll around the magnified page with some degree of precision.

The part of the page you are in is indicated by the white rectangle in the *Page Position* gadget.

There are two ways to move around a magnified page:

- Use the white rectangle in the *Page Position* gadget to drag the visible part of the page around the screen.
- Use the cursor keys to jump around the page. One press of a cursor key moves the page one inch in the selected direction. Pressing *SHIFT/cursor* moves the visible part of the page four inches in the selected direction. Pressing *CTRL/cursor* jumps to the end of the page in the direction selected.



Changing Pages

The *Page Number* gadget has two ways of changing the current page. Click the *Page Up* or *Page Down* arrows to select the next page or the previous page, respectively. Pages can also be selected directly by entering a page number from the keyboard.

Boxes

A box is a container of text, bitmap graphics or structured graphics. Boxes are the building blocks of your finished documents. They contain all the elements of each page: everything you see, textual or

graphical, must be within a box. Boxes can be placed anywhere on a page, or on the art board. The box itself may or may not be visible on the final printed page, but on the *PageSetter II* screen, it can be seen and manipulated in order to change the appearance or position of the text or graphics it contains.

The box is a flexible and powerful tool, and when you have made yourself fully proficient with all its uses, you will be able to use *PageSetter II* very productively.

The details about using boxes can be found in the *Reference* section, under the *Box* menu. The paragraphs below tell you what boxes are and what you can do with boxes so that you can see how they fit into the document creation process.

The Anatomy of a Box

The box appears on the *PageSetter II* screen with a rectangular solid or dashed outline. The outline is solid in the active box (which is the last box that the mouse was clicked on), while all other box outlines are dashed. Every box has eight handles on it, one in each corner and one in the middle of each side of the outline. These handles can be used to resize the box by clicking on a handle with the *Null Pointer* and dragging. In a 'locked' box, the handles are hidden.

Creating Boxes

Boxes can be created with the *Box Create* tool of the tool palette, or with the *Auto Box* feature. When you have created as many boxes as you need, be sure to turn off the *Box Create* tool by selecting the *Null Pointer*. Otherwise, you will continue creating boxes whenever you press the left mouse button.

Moving a box

There are several ways to move a box. The simplest is to grab it using the *Null Pointer*. The pointer turns into a hand-shaped icon if the box is on the page, or into a thumbtack-shaped icon if the box is on the art board. Drag the box around the page or the art board to where you want it, and release.

Positioning the Box

Positioning boxes with the mouse is very intuitive, but may not be precise enough in some situations. *PageSetter II* offers several tools for positioning the box more precisely. They are: *Rulers* and *Coordinates*, the *Box/Alter/Active Position* gadgets and the *Preferences/Layout Tools/Grid* and *Snap to Grid* sub-items.

Using the Rulers

Rulers are on by default, and unless you specifically turn them off they will be visible on the top and the left side of your page. As soon as you start moving the box around the page, the precise location of the top left-hand corner of the box is indicated by the ruler lines along the top and the left side of the page. The exact coordinates of the top left-hand corner are also displayed on the right of the menu strip.

Snap to Grid

You can impose a grid on your page with the *Preferences/Layout Tools* item, and turn on *Snap to Grid* (see the discussion of the *Layout Tools* item in the *Reference* section, and the parts of the *Design* section concerned with the use of grids). With *Snap to Grid* ON, whenever you create a box, it will automatically adjust itself to fit its corners to the nearest grid line intersection.

The Active Box

Only one box is 'active' at a given time. The active box is the one most recently clicked on with the mouse pointer. It is here that most user-initiated operations, such as entering text, changing box attributes, and loading graphics and drawings take place.

The Active Box Requester

You can alter the characteristics of a box by making it active then selecting the *Box/Alter/Active* menu sub-item, or by double-clicking on the box. This will bring up the *Active Box* requester, which lets you change the box's size and position numerically, set margins, and change other box characteristics.

Filling a Box

The active box, when empty, can be filled with text, bitmap graphics, or a structured drawing through *Importing*. Alternatively, you can enter text into an empty box yourself using the *Text* tool. Once text or graphics have been imported into a box, no new graphics can be imported unless the box is first emptied by *Emptying*.

Emptying a Box

Any box can be emptied, while leaving the box itself intact, using the *Box/Delete Contents* menu item.

Deleting a Box

The active box can be deleted by selecting the *Box/Delete Active* item. If the box has contents, a warning message will appear, after which the box and its contents will disappear.

Grouping

Grouping means that the boxes designated as a group can be moved as a unit, while keeping their positions relative to each other. Any combination of boxes of any type can be designated as a group.

Using groups can save you a lot of time. For example, if you want to reorganize the layout of a page, you can remove a large part of the page onto the art board, empty, or replace the remainder of the page layout, and then move the group back onto the page.

Boxes are grouped using the *Group* tool. Any individual box can be added to a group with a single mouse-click and key combination. Once a group has been formed, you can move it as a single unit, make a copy of it (clone), or delete it. Groups are covered in detail in the discussion of the *Group* menu in the *Reference* section.

Linking Boxes

More than one box can be linked together as a series or chain of boxes to allow you to flow text articles across a page or pages. Only text boxes can be linked. Boxes can be linked or unlinked using tools on the general tool palette. There are also tools to let you move forwards or backwards through the chain of linked boxes. When you delete a box in a linked chain, the text re-flows through the other boxes. Linked boxes let you treat all text in a document as a whole, regardless of which box a given piece of text may appear in.

Layering Boxes

Boxes are layered, one on top of the other, based upon the order of their creation. The last box created is automatically placed on top. This lets you cover up the contents of a box with another box to insert illustrations into text, add sidebars, overlay structured graphics onto your page, etc. You can change the order of boxes using the *Box-to-Back* or *Box-to-Front* tools on the tool palette.

Auto Boxes

You can create a box to automatically fit in a column of the current page with a single mouse-click and key combination (hold the CTRL key while clicking in the column with the *Box Create*, *Text*, or *Link* tool). Auto-boxes can also be created for you by *PageSetter II* when you create a new page. Auto-boxes are very useful for documents consisting mostly of fixed columns of text. Once you set up a page, you can add new pages to your document at any time without creating, positioning, or sizing boxes at all.

Text

The text you include in a document is either imported into a box from a text file or typed directly into the box using the *Text* tool. In either case, once a box contains text, you may edit the text directly using the *Text* tool. For long documents, you will usually write the text using a dedicated word processor and then import the text into *PageSetter II*. For large amounts of text entry or editing, you may find it more convenient to use a word processor than the *PageSetter II* text editor.

You can change a wide variety of text attributes such as typeface, type size, text style (bold, italics, underline, outline, superscript, and subscript), line spacing, tracking, and so on, directly in the *PageSetter II* text editor. By marking a block of text, then selecting various options from the *Type* menu, you can make these changes to the text in the box and see the effects immediately.

You can also set these text attributes by inserting special codes into the text itself. (These codes are detailed in Appendix B.) This can be done while the text is being written or edited in the word processor program. You may ask the author or editor of an article to insert the basic typographical specifications for you (point size, typeface, and leading as a minimum), using the *PageSetter II* formatting conventions. Formatting at the writing or editing stage is easy to do, and can lead to savings in both time and money. You can use ASCII text files from any source, so it does not matter what kind of program or computer is used to create the document. Styles (bold, italic, etc.) are imported into *PageSetter II* from all supported word processors. This speeds up production by eliminating the need for you to manually insert style parameters. Since it is so central to the document creation process, the *PageSetter II* text editor is fully documented in the next section of the manual, *The Text Editor*.

Bitmap Graphics

PageSetter II allows you to make use of any IFF-compatible bitmap graphics. Graphics can be any size, to the limit of available memory, in any resolution mode (Low, Medium, Interlace, or High), and with any number of colors from 2 to 4096 at one time.

An IFF picture file is imported into an empty box using the *Project/Import/Bitmap Graphic* menu sub-item. Once there, the graphic can be moved about on the page, and scaled and cropped (edges cut off) to any size. You can overlay text or structured

drawings on a picture. The graphics in your document may be output as black and white in sixteen gray shades.

The use and manipulation of bitmap graphics are fully explored in the section *Bitmap Graphics and Structured Drawings*.

Structured Drawings

Structured drawings are images created from components that are mathematically defined. These components can be lines, arcs, and curves, each with line weight, line pattern and fill pattern attributes.

Structured drawings are printed at the maximum resolution of the output device. Structured drawings are often used for computer aided drafting and design (CAD).

Structured drawings are, in some ways, ideal for a designer or typographer. They quickly create clean shapes such as lines, circles, and patterned fills.

Structured Drawing Tools

In *PageSetter II*, structured drawings can be created directly on your page using a number of *Structured Drawing Tools*. These tools let you create lines, circles, boxes and polygons. Using the *Draw* menu, you can fill shapes with different patterns, and change the width and pattern of lines.

Importing Structured Drawings

For a more general type of structured drawing, 'clips' from Gold Disk's *Professional Draw* program can be imported into a box. Use of *Professional Draw* with *PageSetter II* is covered fully in the section *Auxiliary Programs*.

Printing

It is easiest to learn and use *PageSetter II* if you have easy access to a printer to output your pages regularly as you create them.

You can print your document to any dot-matrix printer (any graphics-compatible printer supported in Amiga's *Preferences*). To get best results from your dot-matrix printer, you should use one of the special 'Compugraphic' typefaces for all text. This is covered in detail in the *Output* section under "Compugraphic Fonts".

Text Editor

Gold Disk PageSetter II

PageSetter II's built-in text editor is completely integrated with the rest of the program. Click in a text box with the *Text* tool, and you are ready to edit the text. Its completely WYSIWYG (What You See Is What You Get) nature lets you change text and its attributes and immediately see how it will be formatted. This is a real boon when editing copy to fit a certain amount of space in a column, for example.

The 100% magnification mode is most suitable for working with average-sized body text, while the lower magnifications can be used for editing large headings. (Magnification is selected from the *Preferences* menu or the equivalent hot-keys.) Since the 100% magnification mode does not reveal the whole page on the screen, you may have to move the page around with the page position tool to get to other areas of text on the page. If you move off the visible part of the page with the cursor, the page will automatically shift to show you the next section.

The menus of interest when using the Text Editor are the *Type* and *Edit* menus. The *Type* menu lets you change the typographical characteristics of your text, while the *Edit* menu lets you operate on the text itself.

When you click on text, a cursor is placed at the point that you click. The cursor indicates where the next character you type will be placed. You can move the cursor around in the document using the Amiga's cursor keys, or by clicking, using the mouse, on a new place.

Text Blocks

In order to work on a range of text, you must mark a block. A marked block is highlighted on the screen in reversed text. A text block can be deleted, replaced with new text, 'cut' (removed and copied to the paste buffer), or copied. Selections made from the *Type* menu are applied to the text block.

Creating a Block

There are several ways of marking a block:

- Move the *Text* pointer to a word, and double-click to mark that single word.
- Select *Edit/Select Box* from the *Edit* menu to mark the entire contents of the current box.
- Select *Edit/Select All* to mark the contents of an entire series of linked boxes.
- Select *Edit/Select to End* to mark the entire article from the current cursor position to the end.
- Select *Edit/Select from Beginning* to mark the entire article from the beginning to the cursor position.
- Click on the beginning of the text you want marked with the *Text* pointer and drag the pointer to where you want the block to end. All text between where you started to drag and where you released the pointer will be marked as a block.
- To mark a block extending from one box to another, or across several pages, click with the *Text* tool where you want the block to start. Move to the end of the block (which can be several boxes or several pages from the beginning), and click while holding the SHIFT key. All text between the two clicks will be defined as a block.



NOTE: When a block is marked, the cursor keys no longer move the text cursor, but adjust the tracking and line spacing of the blocked text. (See the *Type* menu discussion in the *Reference* section.)

Unmark Block

Selecting *Edit/Unmark Block* unmarks the marked block.

Save Block

Selecting *Edit/Save Block* saves the marked block to disk as an ASCII text file. All typographical information is translated to embedded formatting commands before saving.

NOTE: This is the only way that you can easily save a *PageSetter II* document as text only. It is a valuable feature to use if you wish to

break a long text file into several shorter files, or if you wish to re-edit a document in a word processor and re-import it into *PageSetter II*.

Editing

You can add new text anywhere by simply moving the cursor to the desired position and typing in text. If you make a mistake, you can delete characters with the DEL or backspace keys.

Using Text Blocks

Text blocks are very useful for editing text: when a block is marked, anything you type will replace the text block. For example, to change a word in your text, double-click the old word to mark it as a block, then type in the new word. The old word will disappear as soon as you type the first character of the new word. The block that disappears is not lost, it is placed in the 'undo buffer'. Whatever is in the Undo buffer can be inserted at the current cursor position by pressing the ESC key.

You can also use text blocks to rearrange your text. If you select *Edit/Cut* or click on the *Cut* tool in the tool palette, the marked block is removed from the text and placed in the 'paste buffer'. Whatever is in the paste buffer can be inserted at the current cursor position by selecting *Edit/Paste* or clicking on the *Paste* tool.

To Move a Block of Text:

- Mark a text block
- Click on the *Cut* tool
- Move the cursor to the desired new position
- Click on the *Paste* tool



If you click on *Copy* instead of *Cut*, the text block is copied to the paste buffer without deleting from the text. This lets you paste a copy of a block of text anywhere in your document.



Deleting a Text Block

A marked block is deleted by doing one of the following:

- Press the backspace or DEL key
- Type a character - the character will replace the marked block
- Use the Paste operation - the contents of the paste buffer will replace the marked block
- Use the Cut operation - the marked block will be placed in the paste buffer.

In all but the last case, the marked block is placed into the undo buffer and the typed character, or pasted block, replaces the

previously marked block on the screen. To get the deleted block back, place the text cursor and press the ESC-key. The deleted block will be placed at the cursor position.

Find and Replace Operations

The find and replace features have two functions. They can be used to find and modify text strings in the conventional sense or they can be used to find and replace text with specific typographical characteristics. Typographical codes (see Appendix B: Formatting Text) are only applied to the first character of the string in the find operation. The replacement string can contain any number of embedded formatting codes. For example, you can search for all occurrences of the BOLD string "PSII" (by using "\BPSII") and replace them with italic underlined Times "PageSetter" (by using "\N\ff<Times>PageSetter"). Details about the Find and Replace options can be found in the discussion of the *Edit* menu in the *Reference* section.

Find

Selecting *Edit/Find* finds the next occurrence of a particular string, which is a specified group of characters. Using this menu item you have the option of search direction, forwards or backwards, and whether to ignore the case, upper or lower, of the string.

Replace

Selecting *Edit/Replace* replaces one string with another. You have the option of search direction, whether to change one or all occurrences of the search string, and whether to confirm each change with you.

Find Next

Finds the next occurrence of the search string in the indicated direction.

Replace Next

Replaces the next occurrence of the search string with the replacement string. A query is made if that option was selected.

Importing Text

You can import text from other word processors and put it anywhere within the text in your document. When you select *Project/Import/Text*, the text is placed in the paste buffer. It is up to you to decide where to put it, and to paste it there.

PageSetter II supports several different word processor formats for imported text. Before importing, make sure the correct format is chosen in the *Preferences/Text Format* menu item. If you are using the same word processor for all your import files, you need only make this selection once.

You are not limited to the word processors listed in the *Preferences/Text Format* menu. If you select *Generic* (the default), you can import text from any program that has a generic ASCII save mode. The advantage to using a word processor's native save mode and the corresponding menu selection is that text styles (bold, italics, etc.) will be preserved in the document. If using a non-supported word processor and generic mode, just put in the appropriate *PageSetter II* style codes instead of using the word processor's style feature (see Appendix B for formatting codes).

To Import Text:

- Make sure the correct format is selected in the *Preferences/Text Format* menu item.
- Select *Project/Import*. A file requester will appear.
- Select the device, drawer, and file name of the text file you wish to import, then click on *OK*.
- Place the cursor at the position that you wish to put the text.
- Select *Edit/Paste* or click on the *Paste* tool.

The Type Menu

All the options in the *Type* menu are individually explained in the *Reference* section. This section is concerned with the way you apply the menu options to the text in your document.

The *Type* menu lets you change a number of typographical attributes, like the typeface, type size, type style (bold, italics, underline, outline, superscript or subscript), line spacing, etc. The selections you make will affect the currently marked text block, if one exists, or determine the attributes of the text that is about to be typed. For example: if no block is marked and you select bold style text, then type a word, that word will be in boldface style. Whenever you move the cursor with the cursor keys or by clicking with the text tool, the current set of attributes change to reflect those of the character to the left of the cursor. This lets you click anywhere in a document and add text, ensuring that the new text has the same attributes as the text immediately before it.

If you select attributes from the *Type* menu while a block of text is marked, the new attributes will be immediately applied to the blocked text. For example, you could change a word to italics by double-clicking on the word to mark it as a block, then selecting *Type/Style/Italics*.

The way that the *Type* menu operates is simple and elegant, but it is important to realize what happens when you select an item from this menu. For example, if no text block is defined and you change some text attributes, and then move the cursor, the menu selection will have no effect. This is because you changed the current text attributes with the

menu, then changed them back again by moving the cursor through the text.

To change the *Type* attributes of existing text:

- Mark the text as a block
- Select the desired attributes from the *Type* menu

To set the attributes for new text:

- Position the cursor
- Select the desired attributes from the *Type* menu
- Enter the new text

The text attributes that are currently selected are reflected in the *Type* menu by check-marked menu items, or by numerical values in requesters. These settings are changed when you make menu selections, and when you position the cursor to text with different attributes. For example, if you move the cursor to an italicized word then look at the *Type/Style* subitems, you will see that *Italic* is selected.

Greeked Text

When you use a magnification level too low to see the text properly, the text will appear as a pattern rather than as characters; this is referred to as ‘greeked’ text. If you need to edit the text, you will first need to make it readable by using a higher magnification level. You can even change the threshold at which text becomes greeked. The *Preferences/Text Greeking Control* lets you set the minimum and maximum sizes for greeked text.

Massive Changes to Text

If you are working on a large amount of text and require major rewriting, editing or reformatting, it is sometimes more convenient to export the text, edit it in a word processor, and re-import it again. All the typographical attributes of the text are retained as formatting codes, and these may be edited as well. Text is exported using the *Edit/Save Block* menu item.

To export text:

- Select *Edit/Select All* to mark all text as a block.
- Select *Edit/Save Block*. A file requester will appear.
- Choose the device, drawer and name for the exported file & click *OK*.

The exported file will be a generic ASCII text file that you can load into a word processor and edit. All the formatting codes will also be included in the text, allowing you to make global changes to the typography of a document quite easily. See Appendix B for a description of all formatting codes.

Graphics

Gold Disk PageSetter II

Graphics add interest to your document, and they can contribute just as much to its impact as the text. *PageSetter II* gives you two basic ways to incorporate graphics into your documents: as bitmaps, or as structured drawings. Bitmaps are Amiga IFF-format pictures, the pictures that you can make with a graphics 'paint' program like *DeluxePaint* or *Photon Paint*. These graphics are be printed in black and white with 16 levels of grey. Structured drawings give you perfectly-formed lines, curves and other shapes that will display without the 'jaggies' found in bitmaps, since they will print at the full resolution of your printer. Structured drawings are easy to add to documents using *PageSetter II*'s structured drawing tools. Applications for a structured drawing in a document might be as simple as a rule (line) between text columns on a page, or as complex as a full-page electronic schematic diagram.

Bitmap Graphics

PageSetter II allows you to make use of any IFF-compatible bitmap graphics. Graphics can be any size (depending on available memory), in any resolution mode (Low, Medium, Interlace, or High), and with any number of colors from 2 to 4096 at one time.

Graphics may be output as black and white in sixteen grey shades from any Preferences-compatible graphics capable printer.

Importing

An empty active box must be available on the page to receive the graphic (see *Project/Import/Bitmap Graphic* in the *Reference* section).

Default Size

When the graphic is imported, it will be scaled as closely as possible to the size of the containing box, while preserving the picture's aspect ratio. The graphic can then be rescaled or resized.

Altering the Graphic Parameters

You can crop, resize, and frame your bitmap graphics in *PageSetter II*. As well, you can run text around the graphic box, or lay text over the graphic. If you wish to alter some feature of your graphic box, make sure the box is active, then select the *Box/Alter/Active* sub-item. In the requester, you can adjust the *Location*, *Margin*, and *Graphic Scale* of the graphic (see 'Box Menu' in the *Reference* section).

Location

The precise position of the box on the page can be determined by typing the location of the top left corner of the box and the box's width and height in the *Alter Active Box* requester that appears when *Box/Alter/Active* is selected.

Frames and Margins

Bitmap graphic and text boxes can be supplied with a structured drawing frame. *PageSetter II* will draw the frame in the line weight, pattern, and fill pattern that have been selected from the *Draw* menu. All boxes can have margins for white space along the inside edge of the frame. Frames and margins are specified by *Box/Alter/Active*.

Cropping

Using the handles on the graphic box, you can adjust the box to cover or reveal as much of the graphic as you wish. If you need to move the graphic within its box, drag the graphic around with the pointer while holding the ALT-key down. This moves the graphic around inside the box without moving the box outline. You can also move the graphic within the box numerically, using the *Offset* text lines in the *Alter Active Box* requester (select *Box/Alter/Active* or double-click on the box to reveal this requester).

Sizing

To resize the graphic box while simultaneously rescaling the graphic it contains, hold down the ALT-key and change the size of the box by dragging a handle. Sizing can also be done by changing the *Graphic Scale* in the *Alter Active Box* requester.

Storage

Unlike text files or structured drawings, the actual bitmap graphic is not stored as part of your document. Whenever you load or print the

document, *PageSetter II* will ask for the original graphic file from its original data disk.

Aspect Ratios

You may find that there is a difference between the aspect ratio of your bitmap graphic on the *PageSetter II* screen and its appearance on the output. Bitmap graphics may appear slightly condensed (see 'Output'). You can correct this by adjusting the *Graphic Scale* in the *Alter Active Box* requester.

Scanners

Scanners, such as Gold Disk's ProScan-IX12 300 dot per inch black and white scanner or the Sharp color scanner, will allow you to create bitmaps of great detail (up to 300 dots per inch, full 8 1/2 by 11 inch page size), in 16 grey shades or up to 4096 colors at once. *PageSetter II* will support bitmaps of virtually any size, if permitted by your computer's available memory.

Conserving memory when using bitmaps

There are a number of ways to conserve memory if you are working with large bitmaps, or if you suspect that you are running low on memory. For example, when you load a *PageSetter II* document that contains bitmap graphics, a "Load Bitmap Files Immediately?" requester pops up to give you the option of not loading the bitmaps into memory. If you select 'No', your screen refresh will be faster, and less RAM will be used (though of course only the graphic's box will be displayed - you will not see the image itself).

You can also load a bitmap graphic into a box, or unload one, after your document is in *PageSetter II*, by clicking on the *Quick Display On-Off* gadget in the *Alter Active Box* requester. When Quick Display is on, the graphic is not held in RAM, and its box is displayed as an X'ed out rectangle. This saves on memory and makes screen refreshes somewhat faster. If you turn Quick Display off again, the graphic will be reloaded and redisplayed.

You should be very careful about multitasking on your Amiga when you have large bitmaps loaded. Some Amiga programs are unpredictable in their use of CHIP memory, and the danger of erratic performance or software crashing increases the more that *PageSetter II* has to share memory with other programs.

Structured Drawings

Structured drawings are images created from components that are mathematically defined. These components can be lines, arcs, and

curves, each with line weight, line pattern and fill pattern attributes. Structured drawings are often used for computer aided drafting and design (CAD).

PageSetter II Drawing Tools

The *Drawing Tools* sub-palette of the *Tools* palette contains four drawing tools. They are:



- *Line* Tool: A line is drawn by clicking where the line is to start and dragging to the end point.
- *Rectangle* Tool: A rectangle is drawn by clicking to create one corner and dragging to the opposite corner.
- *Ellipse* Tool: An ellipse is drawn by clicking to create the center and dragging to the corner of the box that will contain the ellipse.
- *Polygon* Tool: A polygon (series of continuous line segments) is drawn by clicking a series of points; line segments will be drawn to connect each new point to the previous one. Double click to complete the polygon.

When drawing with *PageSetter II* drawing tools, each drawing operation creates its own box. You can group several structured drawings and merge them into one box. Drawings can be freely grouped and merged together, but they cannot subsequently be 'unmerged' (see "Merging Structured Drawings" below).

Solid Shapes

A shape created with any drawing tool except the line tool can be filled with any pattern by selecting the pattern through the *Draw/Fill Pattern* menu item. When you start *PageSetter II*, it is in 'wireframe graphics mode', so filled shapes and line thicknesses will not be visible. This speeds up the scaling and moving of structured drawings. To see the drawings in full detail, turn off wireframe graphics mode by selecting *Preferences/Wireframe Graphics*.

Constraining Keys

When using the *PageSetter II* drawing tools, holding down the ALT-key constrains the shapes drawn by the tools. Constraining has the following effects:

- the *Straight Line* tool draws only at 45 degree increments.
- the *Rectangle* tool draws only squares.
- the *Ellipse* tool draws only circles.
- the *Polygon* tool always produces closed polygons.



Using Attributes

Structured drawing elements can be created with attributes like *Line Weight*, *Line Pattern* and *Fill Pattern*. The *Frame* gadget in the *Alter Active Box* requester automatically draws a structured box outline around a bitmap graphic or text box and fills the box with the current fill pattern.

Attributes of a structured element can be determined in two ways:

- In *Create* mode: After selecting a drawing tool from the drawing tool subpalette, attributes can be set from the *Draw* menu so that the next element drawn takes on the attributes.
- In *Null Pointer* mode: The attributes of the active box are reflected in the *Draw* menu. Attributes are flagged with a checkmark beside the applicable item or sub-item. For those cases where there is no checkmark, select the sub-item to bring up a requester, and the value in the requester will reflect the value for the active box. Changing attributes in the *Draw* menu changes the structured drawing in, or box frame of, the currently active box.

NOTE: A quick way to duplicate drawing parameters for creating additional elements is to select the box with the necessary attributes before selecting one of the drawing tools. The drawing tool will take on the attributes of the active box.

The Draw Menu

This menu displays the drawing tool parameters for structured drawings.

Line Weight

Line weight is the width of line with which a structured drawing is drawn. There are seven predefined settings, ranging from *None* to four points. There is also a *Custom* sub-item which allows you to select any line weight up to 127 points in 1 point increments. If you select *Custom*, a *Line Width (Pts.):* requester appears. Delete the current line weight setting from the text line, and type in the necessary line weight.

Line Pattern

Nine predefined line patterns are available in the *Draw/Line Pattern* item.

Fill Pattern

Thirty two different fill patterns are available through the *Draw/Fill Pattern* item. This will bring a requester where you can choose from 16 predefined halftone fills, or from 16 user definable fill patterns.

Notes on Using Structured Tools

Using Snap to Grid

To get different line segments to join neatly, adjust the *Snap to Grid* to a fine setting, and set it *On*. It will be much easier to get the ends of lines to join neatly if they are automatically snapping to the same grid intersections.

Merging Structured Drawings

When you are creating a complex diagram using the structured drawing tools, you may find that the many boxes make work cumbersome. You can merge several structured drawing boxes into one component, treating an entire diagram the same way that you would treat a single line or shape created with one of the tools. Once merged, you can no longer work with the individual elements within the box, as they are now a single unit. You may, however, move, scale and crop the new box like a regular structured graphics box.

To Merge several structured drawing boxes into one, make a group using the *Group* tool (or by SHIFT-clicking on the individual boxes), then select *Group/Merge*. Only structured drawing boxes will be merged; bitmap graphics and text boxes will be unaffected. For more about groups, see "Group Menu" in the *Reference* section.

Importing Structured Drawings

The structured drawing tools in *PageSetter II* are convenient for simple graphical enhancements or diagrams. For more sophisticated or complex graphics, you may wish to use a specialized structured drawing program and import your drawings into *PageSetter II*. Structured drawings created in *Professional Draw* may be bought into *PageSetter II*. In addition, Gold Disk is making clip-art disks available in this format for importing into both *PageSetter II* and *Professional Draw*.

An imported structured drawing file requires an empty active box in order to be imported successfully. The drawing is fitted into the box in such a way that it will be as large as possible while maintaining the correct proportions. Once imported, a structured drawing can be moved, scaled and cropped just like a drawing created with the structured drawing tools. The box can be resized manually using the mouse, but to avoid distorting the aspect ratio it is a good idea to use the *Alter Active Box* requester.

Output

Gold Disk PageSetter II

PageSetter II supports virtually all printers in Amiga Preferences, including graphic-capable dot matrix and ink-jet printers such as the HP PaintJet, as well as laser printers such as the HP LaserJet.

When you are ready to print your document, click on the *Print* gadget in the tool palette or select *Project/Print*. A *Print* requester appears, from which you can control all the print options.

Note: Before you print a *PageSetter II* file, you should ensure that you have selected the printer driver that you need, through Amiga Workbench Preferences, before you load *PageSetter II*. Instructions for selecting a printer driver, through Amiga Preferences, are contained in the Commodore "Guide to your Amiga" which came with your computer.

Printing Options

The *Print* requester contains numerous options for printing your *PageSetter II* files:

- At the top left of the requester are the *From Page* and the *To Page* options. You can print any or all of the pages in your document by clicking on the *From Page* text string, and typing in the page where you want *PageSetter II* to start printing. Then click on the *To Page* text string, and type in the page where you want *PageSetter II* to stop printing.
- To the right of these two text strings is the *# Copies* text string. The default setting is for one copy. If you want to print more, delete the default number and type in the number of copies to print.

Print to Dot Matrix

From Page To Page # Copies:

☐ Current Page ☒ Document ☐ Eject Page ☐ Proof

Driver: EpsonXICBM_MPS-12501

Density: DPI: (120, 72)

Output Scale: X Y

☐ Black & White ☒ Grey Scale

Dither: ☒ Ordered ☐ Halftone ☐ Floyd-Steinberg

Under the first row of options are four buttons:

- The *Current Page* gadget, which is selected by default, will cause your printer to print out only the page currently visible on screen.
- If you wish to print out the entire document, click on the *Document* gadget. You can select some or all of the pages in the document for printing out by using the *From Page* and *To Page* text strings as described above.
- *Eject Page*: causes the printer to perform a form feed after printing.
- *Proof*: prints only the text with X'ed out boxes for the rest.
- The *Driver* item shows the name of the currently selected printer driver. Make sure that it is the correct one, and change it (using the Amiga's *Preferences* tool) if it is not.
- *Density* control of your printer's dots per inch (dpi) is given up to seven levels, although few dot matrix printers may have this many dpi selections: 1 represents the lowest dpi density of your printer; 2 represents the next highest density level; etc.
- The *DPI*: display shows the printer's horizontal and vertical resolution in dots per inch.
- *Output Scale* allows you to enter precise horizontal and vertical scaling ratios. This is useful if you want to print a smaller or larger version of your page.

IMPORTANT: It is recommended that you experiment with various settings within the *Print Specs*. Because of the many different characteristics of the printers listed in Amiga Preferences, different combinations of *Print Specs* will produce varying results from printer to printer.

To realize the ultimate potential of your printer, experiment until you find the *Print Specs* that provide optimum output results. The Print Specifications are retained in your saved file.

A Tip on Retaining Preferred Printer Specifications

Once you have found the desired Print Specifications for your printer, you can save an empty document file which will retain this information. This file can be used as a template, containing all pertinent, preferred settings, when creating new documents.

Using Compugraphic Fonts

The best quality dot-matrix output will be obtained when using one of the Compugraphic fonts, since text using these fonts will be perfectly formed, and displayed at the full resolution of the printer.

Compugraphic fonts are fully explained later in this section.

Using Amiga Bitmap Fonts

You can also use any of the standard Amiga bitmap fonts that are available. A utility named *MakeMetric* is provided on the *PSUtil* disk, with which you can use any of the hundreds of excellent Amiga bitmap fonts available (including FontSet I from Gold Disk).

MakeMetric

PageSetter II allows you to use any font for which a corresponding metric file exists. Metric files contain the width and kerning values for a given font and allow *PageSetter II* to provide true WYSIWYG (What You See Is What You Get) typesetting. Unfortunately, standard Amiga bitmap fonts lack this additional metric file and cannot be used directly by *PageSetter II*.

MakeMetric provides compatibility between *PageSetter II* and existing Amiga bitmap fonts. Once a metric file exists for a given font, it can be manipulated in *PageSetter II* as if it were a true outline font. It is important to note, however, that it remains a bitmap font and may be jagged when output to your printer.

To use *MakeMetric*, start by copying the font(s) that you wish to use into your fonts directory. If you are working with floppy disks, you may have to create some extra room for these new fonts on your *PSUtil* (fonts and utilities) disk by deleting a few things (such as the newsletter directory).

CAUTION: Make sure that you are using backups and not your original *PageSetter II* disks. You can always restore deleted files later if you work with backups.

Once the desired fonts have been copied into the fonts directory, you must make an assignment to this directory. If you are using the Command Line Interface (CLI), then, at the prompt, type:

```
Assign fonts: PSUtil:fonts
```

To create a metric file, type:

```
PSUtil:MakeMetric [options] font-name
```

A metric file will be created using the name of the font and the extension ".metric". The options are:

- Bn Base computations on Amiga font with size closest to n (specify size with largest width to height ratio: default is 12).
- S Silent mode. Prevents display of unnecessary messages.

Example: `PSUtil:MakeMetric -S Diamond`

WARNING: MakeMetric should not be used on existing *PageSetter II* fonts, as you will destroy the original metric files. Once you have the metric file for a font, *PageSetter II* will show you the font name in its requester.

For best results, use only "natural" sizes. These are sizes, for the font that you are using, that are actually in the directory.

Compugraphic Fonts

Compugraphic Fonts are special fonts that are "constructed" for display on the screen or to a dot-matrix printer. Two of these fonts - "Times" and "Triumvirate" - are supplied on the *PSUtil* disk, but separate font disks, containing a variety of fonts, will be available. The primary advantage of using one of these fonts, instead of the standard ones available in *PageSetter II*, is that your documents can be output to any printer supported by Preferences, at the full resolution of the printer. In other words, even a dot-matrix printer will produce professional-looking typeset documents, making a Postscript laser printer unnecessary. You should use Compugraphic fonts in documents wherever possible to produce the highest quality results.

Another benefit of the Compugraphic fonts is that text in these fonts will appear perfectly formed on the screen as well. The characters on the screen will appear exactly as they will when printed, no matter what type size or magnification level you are using. This is especially beneficial when you are editing very small or very large type sizes.

You use the Compugraphic fonts in the same way as you use the standard fonts, that is, by selecting the *Type/Typeface* menu item. The Compugraphic fonts appear in the list with (CG) in front of the name to distinguish them from the regular fonts; for example "(CG)Times" for the "Times" Compugraphic font.

Font Caching

When using CG fonts, each letter that you type is "constructed" by a special program on the *PSUtil* disk, using font "library" data also stored on the disk. Characters are constructed as they are required, at the desired size and resolution (resolution depends on whether they are being constructed for display on the screen or for output to a dot-matrix printer). For this reason, the first time you use characters in a font, you may notice a slight delay while they are being created. In order to

provide maximum performance, *PageSetter II* "remembers" the characters that it has already constructed in a "Cache" (pronounced "Cash").

The Font Cache is maintained internally by *PageSetter II*, but it is also written to disk when the internal cache "fills up", or when you quit the program. The disk cache is stored in the logical device called "CGCache:" (normally assigned to the "CGCache" directory on the *PSUtil* disk). A different cache file is stored for each typeface that you use for a specific resolution (e.g. 75 dots per inch for screen resolution). Once a character has been created and saved to the cache, it no longer needs to be constructed, and screen refreshes will be faster. If, for example, you were to use every letter and punctuation symbol in a document set in 12-point (CG)Times, from that point onward all the characters would be cached and you would have maximum speed. Even if you exit *PageSetter II*, the next time that you run the program, that font will be reloaded from the disk cache so that the font-constructing program need not be run again. This can save memory as well as time, since the program ("CGT" on the *PSUtil* disk) need not be loaded if the desired characters are already in the cache.

Normally, you need not concern yourself with font caching, since *PageSetter II* takes care of all the details, and from your point of view the Compugraphic fonts work just like the standard ones. If you wish, however, you can control the font caching to best suit your system and your application documents, and get the best performance possible. You can control some aspects of the cache directly from the *Preferences/Compugraphic Font Control* menu in *PageSetter II*, or you can actually create font caches for any font size using the separate *CacheEdit* program on the *PSUtil* disk.

Font Control

Selecting *Preferences/Compugraphic Font Control* brings up the *Compugraphic Font Control* requester. *PageSetter II* reads the values in this requester before using a Compugraphic font for the first time, so you should make any modifications at the beginning of your session.

Max RAM Cache Character size: This defines the largest character size (in pixels) that will be stored in the RAM cache. Large characters take up more room in the cache, and if you rarely

Compugraphic Font Control	
Max RAM Cache Character size	264
Max CHIP Cache Character size	100
Max RAM Cache Size (KBytes)	256
Max CHIP Cache Size (KBytes)	64
Max Disk Cache Size (KBytes)	512
OK Cancel	

use type larger than a certain size, there is no need to cache the large characters and use up space that could be filled with more commonly-used, smaller characters. The default size of 264 pixels is the largest type size that *PageSetter II* can display.

Max CHIP Cache Character size: "Chip" RAM is used for graphics, sound and other data that must be accessed by the Amiga's custom chips. Chip RAM is also a good place for font cache data, since *PageSetter II* can access these data faster. Unfortunately, Chip memory is at a premium, since current Amigas have a maximum of 512k of Chip RAM. This value lets you change the maximum size of character that is stored in Chip RAM; if you are getting warnings from *PageSetter II* that you are getting low on Chip RAM, you may consider changing this to a lower value.

Max RAM Cache Size: The default value will use up to 256 kilobytes of memory before data is stored in the disk cache. Users with lots of memory may wish to increase this amount for greater performance when using a large number of CG font sizes. If you are running low on memory, change this to a smaller value.

Max CHIP Cache Size: By changing this value, you can set the maximum number of kilobytes of Chip memory used by the font cache. If you are getting warnings from *PageSetter II* that you are getting low on Chip RAM, you should change this to a lower value.

Max Disk Cache Size: This is the maximum number of kilobytes of disk space used for the font cache. The default value of 512k is fine for floppy disk users, but if you have a hard drive and are using many Compu-graphic type sizes, you can raise this limit to increase performance.

The Cache Editor

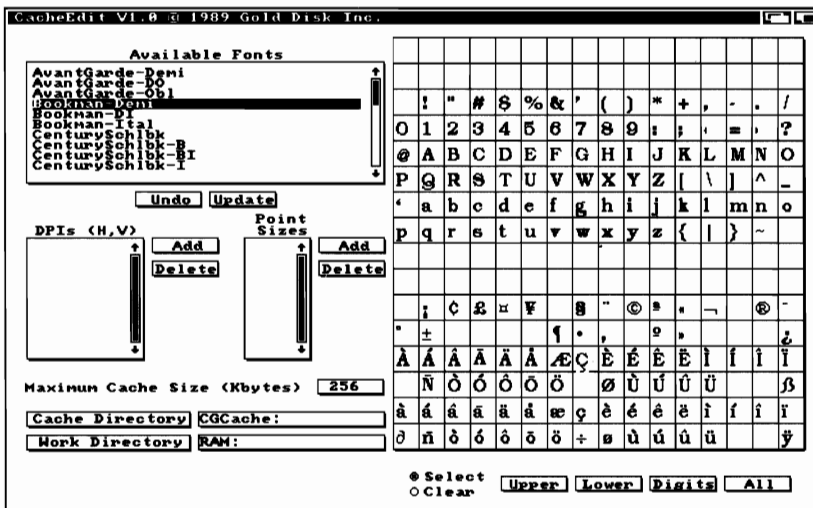
For complete control of the disk font cache, you can use the *CacheEdit* program on the *PSUtil* disk to build caches consisting of any desired typeface, characters, point size and resolution. You may find this capability useful if you are generally creating documents that use a standard set of typefaces and point sizes. For example, suppose you use *PageSetter II* to create a newsletter which you output to a dot-matrix printer. You always set the body copy of your newsletter in 12-point Times, with the headings in upper-case 14-point Helvetica ("CG)Triumvirate"). To speed up the screen display when creating the newsletter, you could create a cache consisting of the fonts you need: all 12-point "Times" letters and punctuation at 75 by 75 DPI (the screen resolution), and all uppercase 14-point "Triumvirate" letters at 75 by 75 DPI. With such a cache, *PageSetter II* would never need to construct new characters (unless you choose a different size or font) when displaying

text, which would save memory and time.

When printing to a dot-matrix or other Preferences-supported graphic printer, a font needs to be built to the resolution of the printer.

Creating a font cache of that resolution for the typeface and size you require will speed up printer output as well.

CacheEdit makes it easy to build any such font cache you desire. The *CacheEdit* program is found in the *CGFonts* directory on the *PSUtil* disk. Run the program from the Workbench or CLI as usual. It will display a screen similar to this:



There are four main areas of interest in building a font cache: the typeface, the resolution (DPI), the point size, and the character set.

Using the various controls on the cache editor screen, you make a selection from each of these four categories, then click on the *Update* gadget to create the font cache. You can cache as much font information as you wish in this manner, and the cache will then be permanently stored on disk for future use.

There are the four steps in creating a specific cache file:

Typeface: A list of available typefaces will appear in the box on the top left of the screen (*typeface* refers to a particular style of type, like Times or Triumvirate, while *font* refers to a specific instance of a typeface, in a particular size and resolution). With *PageSetter II*, the typefaces available are "Triumvirate" and "Times". Select one of these by clicking on the name. There will be a delay while the characters in the typeface are constructed and displayed in the grid on the right of the screen.

Resolution: Use the box marked "DPIs" (DPI stands for Dots Per Inch) to choose a resolution for your font. Screen resolution is 75 by 75; to create a cache for this, click on the *Add* gadget and enter 75 in both the "DPI Horiz." and "DPI Vert." boxes in the requester that appears. This will add the line "75, 75" to the list of available resolutions in the box; click on the line to select it. You should now see the line "75, 75" displayed in black inside the "DPIs" box.

To create a font cache for printer output, you need to know the printer resolution. This is displayed in the print requester (as "DPI") that appears when you select the *PageSetter II* menu item *Project/Output/Dot Matrix*. You can select from several "densities" in this requester, but the resolution for the currently chosen density is always displayed. For example, using the "EpsonX" printer (as selected in Preferences), density level 1 displays (120, 72) for the DPI value. These are the values you would enter in *CacheEdit* for "DPI Horiz." and "DPI Vert." to create a font cache for printing.

Point Sizes: Select a point size for the font by using the *Add* gadget next to the "Point Sizes" box, as you did for resolution. For example, to create a 12-point font, click on *Add*, change the number in the displayed box to "12" and press RETURN or click OKAY. Then click on the displayed "12" in the "Point Sizes" box to select the font.

Characters: The grid on the right half of the screen displays the available characters in the currently selected typeface. You can select which of these are included in the cache by clicking on them with the mouse, or clicking and dragging to select a range of characters. To de-select characters, click on the button marked "Clear" at the bottom of the screen. All future mouse actions will clear already-selected characters. Click on "Select" again to return to normal selection mode. The gadgets marked *Upper*, *Lower*, *Digits*, and *All* allow you to select (or de-select) uppercase letters, lowercase letters, numbers, or all characters in the typeface, respectively. For example, in our newsletter example above, the "Triumvirate" font cache would consist only of uppercase letters. These could be selected by clicking and dragging over the desired section of characters, or by clicking the *Upper* gadget.

Once you have selected a typeface, a resolution, a point size and a character set, then you can create the cache by clicking on the *Update* gadget underneath the typeface selection box. To remove a cache that has just been created, click on the *Undo* gadget instead. Once you have created all the font caches you desire, then exit the program with the *Project/Exit* menu option.

Reference

Gold Disk PageSetter II

This section provides a detailed explanation of all elements of the *PageSetter II* program. Each menu selection and gadget is examined, with explanations of what it does, how it can be accessed, what it looks like on the screen, and how it works. You should refer to this section when you have a question about where to find an item, or what some part of the program does.

The *PageSetter II* Screen

The *PageSetter II* screen is the Amiga equivalent of a designer's drafting table. The strip along the top displays the menus which give you access to various parts of the program. The strip down the right hand side has a variety of tools to assist you in laying out pages.

This reference begins at the top left corner of the screen, and works its way across the top and down the right hand side to the bottom, explaining each feature along the way.

For many menu selections, there are keyboard equivalents. These are summarized in the Appendix A: Keyboard Equivalents.

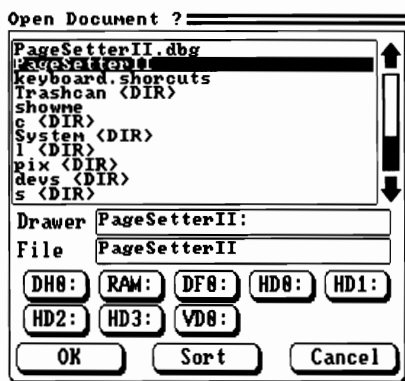
Common Elements

We will now look at some common elements before getting to the main body of the *Technical Reference* section: using requesters and using extended selection.

Using Requesters

Requesters are used whenever additional information is needed by *PageSetter II*. Requesters prompt you for required information or acknowledgment of an action. There are several types of input components that requesters use. These include listings, booleans, strings, buttons, and slider requesters.

- **Listings:** Listings are displayed in a small window. They may contain directories and file names or font names. If there are more entries than can fit into the window, the scroll bars (to the right of the window) can be used to display different sections of the list. Scroll arrows (above and below the scroll bar) can also be used for this purpose. To select an entry in the window, click on the entry. In most requesters, it is possible to select an entry and acknowledge the requester by double clicking on the entry.
- **Boolean:** Booleans are "ON/OFF" type requesters. "ON" (a filled circle, or rectangle) shows that a particular feature is active. "OFF" (an empty circle, or rectangle) shows that a particular feature is inactive. Clicking in the rectangle will change a "ON" state to a "OFF" state and vice-versa. Clicking in a circle will turn that selection 'ON' while turning other naturally exclusive selections 'OFF'.
- **Strings:** String requesters expect information to be typed in. To enter information, click on the text line associated with the string requester and use the normal Amiga editing features to enter the information. Text input is terminated by pressing the RETURN key.
- **Buttons:** Button requesters are used for selecting a further requester and for acknowledging the current one. They are rectangular in shape and are activated by clicking on them.



File Requester

In *PageSetter II*, all access to disk files is done through a file requester. The file requester has the following components:

- **Listing:** All directories and files are listed in the listing window. Clicking a directory or file will place the name into the *Drawer* or *File* string text line. Double clicking on a file will select the file and acknowledge the requester. Clicking on a directory will open that

drawer on disk. To close a drawer, just click on "/PARENT" entry at the top of the listing.

- String Components: *Drawer* and *File* names can be entered directly into the appropriate text lines.
- Buttons: Drive selection and acknowledgment buttons.

Moving Requesters

If the requester obstructs your view of a part of the page, simply grab the requester box by the drag bar or *moving* gadget (the horizontal lines at the top of the requester).

Extended Select

This technique greatly speeds up the process of making a series of menu selections using the mouse. This provides you with the ability to make several mouse selections with one pass of the mouse across several menus.

- Pull down a menu, and, keeping the right mouse button pressed, click with the left mouse button on several items and sub-items as you work your way down the menu.
- When you release the right button, the various items and sub-items you selected will be enacted in the order in which you selected them.

Project Menu

The *Project* menu is the most general menu, and deals with maintenance of the current "project", or document.

New

Creates an environment for a new document.

- Clears the existing document from memory. There can only be one document open at a time (though that document can have many pages).
- *New* is automatically executed upon startup.
- The name of the new document is "Untitled".
- Any material located on the art board (off the pages) is not deleted.

Open

Opens an existing *PageSetter II* document, reading it from a floppy disk or a hard disk.

- *Open* deletes the document in memory. If the document has been modified since the last save, a warning requester appears to confirm that the current document should be deleted.

Project	
New	⌘-N
Open	⌘-O
Save	⌘-S
Save as	⌘-Z
Information	⌘-I

Import	

Print	F10

About	⌘-A
Quit	⌘-Q

- Opens the file requester to allow you to enter the name of the document to be loaded.
- Any materials located on the art board will be deleted. This is because you are loading an entire document, including a saved art board which may have materials already on it.

Save

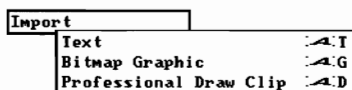
Saves the new version of the document that you have been working on, using the current document name as the filename. If no name has been specified, the document will be given the file name "Untitled".

- Select *Save* frequently while working on a document, to prevent the loss of data because of a power failure or a system crash.
- The art board is saved as part of the document.
- See *Project/Save As* to change the current document name.

Save As

Saves the current document under a new name.

- The file requester is used to select a new filename for the document.
- The art board is saved as part of the document.
- The new filename becomes the current document name.



Import

Import is used to bring box components (such as text, bitmap graphics, or structured drawings) into the document from another program.

Import/Text

Imports text generated by various word processors and text editors.

- Imported text sits in the text paste buffer until the *Edit/Paste* item is issued from the text editor.
- The file requester will ask you which file to import.
- The requester's title tells you which type of file the program expects. (See *Preferences/Text Format* regarding importing specific files saved by word processor programs.)
- Text files can have native and embedded formatting codes. See the *Concepts* section and Appendix B: Formatting Text for more details.

Import/Bitmap Graphic

Imports a bitmap picture. A "bitmap" is a computer picture composed of a pattern of pixels of colors or gray tones. The Amiga

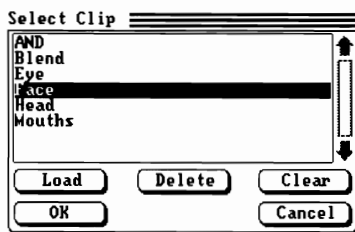
has a standard file format, called IFF, for all bitmap pictures created by paint programs such as the Deluxe Paint series, or video digitizers such as Digi-View. The resolution of a bitmap picture is determined when it is created; *PageSetter II* cannot change it.

- Make sure you have an empty box selected to load the graphic information.
- An *Import IFF Bitmap?* requester prompts you for the desired file name.
- Any IFF, including HAM mode, graphics can be loaded into *PageSetter II* with any number of colors, from two to 4096.
- All resolution modes are supported. A bitmap picture can be any size, up to the limits of system memory. Color images are converted to 16 shades of grey.
- Since color must be converted into grey levels, a large bitmap picture takes time to load, so be patient.
- Depending on how much memory you have on your Amiga, you may face limits on the number of graphics you can have in a document.
- In order to load the document or to print the page, you must have all the original pictures available. You are prompted for the appropriate disk when needed.
- It may be desirable to place all the images for a document in the same directory of a disk so that they can be found again easily when it is time to print the document. This will also reduce the number of disk swaps required to print the document.
- Proof printing does not require the bitmap disks. (See "Project/Print".)
- For information on sizing, cropping, and moving bitmap graphics, see the *Graphics* section.

Import/Professional Draw Clip

A drawing made with *Professional Draw* can be saved as a "clip" file. Here's how to use *Professional Draw* clips with *PageSetter II*:

- Make sure that you have an empty box selected as the active box to load your *Professional Draw* clip into.
- If no previous clips have been loaded into the current document, then select *Project/Import/Professional Draw* to bring up a requester which will ask for the name of the *Professional Draw* clip file.



- Load the clip you want, and its name will appear in the *Clip List* requester. The clip is in memory, but not yet visible on the page.
- Double click on the clip's name (or click on the clip's name and select OK), and it will load into the active box.
- If you have already loaded one or more clips into your current document, then selecting *Project/Import/Professional Draw* will immediately bring up a *Clip List* requester. This shows a list of clips that have been loaded into memory, and displays buttons for LOAD, DELETE, and CLEAR.
- Click on the LOAD button to load more clips into memory. The only limit to the number of *Professional Draw* clips you can use with *PageSetter II* is the amount of available RAM on your computer.
- To delete a clip from memory, click on a Clip file name and click on the *DELETE* gadget.
- To delete all clips from memory, click on the *CLEAR* gadget.

The clip will be automatically scaled to fit into the active box in the largest possible size, while keeping its original aspect ratio.

After the *Professional Draw* clip is in a box in your *PageSetter II* document, it can be treated like any other structured object. For example, it can be re-sized, cropped, moved, or laid on top of text or bitmap graphics.

For more information on the *Professional Draw* program, see the *Auxiliary Programs* section.

Print

Print is used to print your document to a dot-matrix printer. Selecting this option brings up a requester. The print requester contains many options for printing, which are explained in detail in the *Output* section of the manual.

About

Brings up an information window displaying copyright messages and credits.

Quit

Exits from *PageSetter II*. If changes have been made to the document since the last save, a requester asks for confirmation of the action.

Page Menu

This menu deals with operations affecting the document pages themselves.

Pages are usually added to the end of your document, but may be inserted at a specified location in the document. If necessary, pages are shifted upwards to accommodate the newly created pages.

New

Creates a new page that can be tailored to the requirements of the job being done.

When selected, a *New Page* requester appears to let you change the attributes of the new page. By default, a standard 8 1/2" by 11" page is created. These are your options:

- *From Page/To Page*: These text lines let you enter the first and last page number of the range of pages you are creating. By default, these numbers will both be set to the next page in your document (or 1 if no pages have been created yet), adding one new page to the end. Increase the *To Page* value to create as many new pages as you need, or change the *From Page* value to insert the new pages into the middle of the existing document, rather than adding them to the end.
- *Automatically Link Columns*: When ON, this option causes text boxes to be automatically created on the new page in the page columns (in the same manner as "autoboxes"). The boxes will all be linked. This lets you create a number of pages for text without having to create and link boxes on every page.
- *Size*: These text lines let you specify the width and height of the page (in the current units of measure). Default is for a US standard 8 1/2" by 11" page. You can type in a page size of your choice, or select from a number of other international and legal-size page standards by clicking on the buttons below. The maximum page size allowed by *PageSetter II* is 8 1/2 inches by 14 inches.
- *Margins*: The page margins are used for the creation of auto-boxes. Auto-boxes are created when a new page is created using the *Automatically Link Columns* feature, or when you click on the page with the *Box* tool while holding down the

Page	
New	cN
Load	cO
Save	cZ
Delete	cD

Alter	
✓ Visible	cV

New Page Format

From Page	2	To Page	2
☒ Automatically Link Columns			
Size:	8.5000	x	11.0000
☒ Standard ☐ A4			
☐ Legal ☐ B5			
Margins: left	1.0000	top	1.0000
right	1.0000	bot.	1.0000
Columns:	2	Gutter:	0.1000
OK		Cancel	

CTRL key. An auto-box is as large as possible, while fitting within the page margins specified. The default margins are one inch on all sides, resulting in a single auto-box that almost fills the page.

- *Columns* and *Gutter*: These settings are also used for the creation of auto-boxes. You can have two or more columns across the page, resulting in several auto-boxes being placed on the page. *Columns* specifies the number of columns across the page, and *Gutter* specifies the amount of space between the columns. Auto-boxes are always created to fit within the columns. When creating a page with the *Automatically Link Columns* feature selected, auto-boxes will be placed in each column and linked together. When creating an auto-box by CTRL-clicking with the *Box* tool, the box will appear in the column which you click. The column boundaries are made visible by selecting *Columns* in the *Preferences/Layout Tools* requester.

Load

Loads a saved page into the document as the current page. Pages can be loaded or saved as separate files, but these are not the same as *PageSetter II* document files. You cannot load a document as a page and vice versa.

Save

Saves a particular page separately from the rest of the document.

NOTE: A page file only holds one page at a time; it does not contain any information on the page number or the art board. It is a good idea to give your page file names a suffix like ".page" so that it is easier to find them in the future, and so that you will not confuse them with document files.

Delete

Removes the current page from the document.

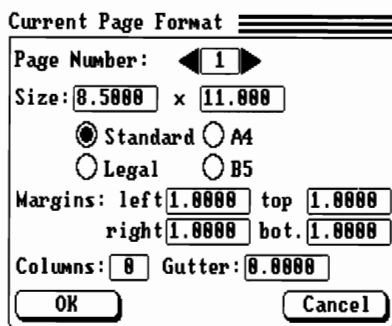
- If there are boxes on the page, you will be asked whether you want to continue or abort the deletion.
- If any of the deleted boxes contain text which is linked to boxes on other pages, the text is not deleted, but it flows into the next linked box. If all of the linked boxes are on the deleted page, however, the text is deleted along with the page. Graphics and drawings are always deleted with the page.
- Pages are resequenced after the current page is deleted.

Alter

Alters the parameters of the current or default page.

Alter/Current

Alters the page parameters of the current page. This requester is similar to the *New Page Format* requester: you can change the page size, the page number, the number of columns, the width of the gutter between columns, and the margins of the page. When you change the attributes of the current page, only one page is affected. Therefore, you can have different page formats in a document.



- The requester consists of five page format options which determine page dimensions (four predefined, and one user-definable): a *Page Number* gadget, four margin text lines, a column numbering text line, and a gutter width text line.
- To move a page within the document, change the *Page Number* gadget. Pages are resequenced after the move.

Alter/Default

Changes the parameters of the default page (which will be used to create new pages).

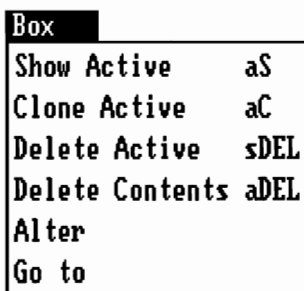
- A page format requester pops up, almost identical to the *Alter/Current Page Format* requester. The only difference is that it lacks a page number gadget.

Visible

Temporarily hides the current page from view. When a page is hidden, you can work on the section of the art board "underneath" the page. To see the page again, simply reselect *Visible*.

Box Menu

The Box menu allows operations on individual boxes in the document. Since boxes are created using the *Box* tool, options for creating boxes are not present on this menu, as the options for creating pages were in the *Page* menu. You will use this menu (or keyboard equivalents) most often for deleting a box or for using the *Alter/Active* sub-item. Since *Alter/Active* can be selected by double-clicking on a box, you may find yourself rarely using the *Box* menu at all.



Other box operations that are not in this menu are linking, unlinking, and re-ordering. All of these operations are performed by tools, and are individually covered later in this section.

Show Active

The outline of the active box flashes so that it can be quickly identified. The view is repositioned so that the active box is visible.

Clone Active

Makes a duplicate of the active box. All of the box's contents and attributes are retained except its position. The cloned box overlaps the original, slightly lower and to the right. If the active box is linked to other text boxes, the cloned box will have the same visible box contents as the active box, but it will not be linked to anything.

Delete Active

Deletes the active box. If this box is part of a chain of linked text boxes, the box will disappear, but its text contents are distributed to the next box in the series. If the box is not empty, a requester appears to confirm the deletion.

Delete Contents

Deletes contents of the active box (after confirmation).

Alter/Active, Default

Changes the attributes of the active or default box. The various attributes are set in a requester. *Alter/Active* is a common operation, since you use it to set the box size and position numerically. It has a simple shortcut: double-click on any box to make it active and select *Alter/Active* or *Alter/Default*.

Active Box

Margins: left 0.0000 top 0.0000
right 0.0000 bot. 0.0000

Position: left -4.400 top -1.240
width 2.9200 ht. 3.3600

Set Tabs OK Cancel

- An *Active or Default Box* requester appears, consisting of a row of icons, four *Margins* text lines, four *Position* text lines, and other options which depends on the type of box.
- There are five gadget icons at the top of the requester. They are, from left to right: *Lock-Unlock*, *Transparent-Opaque*, *Permeable-Impermeable*, *Quick Display on-off*, and *Frame on-off*.
- *Lock-Unlock*: A locked box cannot be moved, resized, or deleted. Locked boxes are easy to identify because they do not

have sizing handles on their outlines. When the lock "opens", the box is unlocked. When it "closes", the box is locked.

- *Transparent-Opaque*: Makes a box transparent or opaque. This is especially useful if you have one box on top of another (for example, a line of text on top of a scanned photo). Clicking on this icon toggles between transparent and opaque. The active box is opaque if the solid-outline box obscures part of the dashed-outline box behind it.
- *Permeable/Impermeable*: If a permeable box is placed in front of a text box, the text will fill its box, and may be obscured, depending upon whether the front box is transparent or opaque. If the front box is made impermeable, the text that would have been obscured flows around the front box, making a "runaround". If the impermeable box is behind the text box, there is no runaround. Clicking on the icon toggles between the two settings. If type is visible through the small square in the icon, the active box is permeable. If not, it is impermeable. Changing the permeability of a box makes runarounds in text behind that box, but has no effect on text in the box itself.

NOTE: You will probably want to set a margin around the image area of the impermeable box, to give it some "breathing room" from the surrounding boxes.

- *Quick Display*: If *Quick Display* is on, the contents of the box are not displayed. This greatly speeds up normal operations (i.e. you can move the box around without having to wait so long for the page to be redrawn). The box is displayed, although its contents are not visible on the screen. Graphic boxes are depicted with an X and text boxes are filled with a pattern. If you answered "NO", while loading a file with bitmap graphics, to the "Load Bitmap Graphics Immediately" requester, then all bitmap graphic boxes will have *Quick Display* ON. Turning it OFF will cause a file requester to appear, letting you load the bitmap graphic for display.
- *Frame*: Lets you frame and fill a box. The frame around the box is rendered in the currently selected *Line Weight* and *Line Pattern* selected in the *Draw Menu*, and the box is filled with the *Fill Pattern* (default is "None"). Here is an easy way to get shaded, framed text boxes for use as sidebars or special heading boxes: frame the box, choose a solid line pattern and choose a light halftone pattern for the fill. Make sure that you specify margins, for the box, to keep the text that is within it from crowding the frame.

NOTE: Box frames cannot be attached to boxes containing *PageSetterII* structured drawings.

- **Margins:** Selects a margin around the image area of a box. You can specify the top, the bottom, the left, and the right margins separately. No text or graphics appear outside these margins in a box. To change the margins, type the desired margin widths (in the current units of measurement) into the appropriate margin text lines. Margins are especially important for impermeable boxes, where text is all around the outside of the box, and for framed boxes, where you have to keep the text from touching the frame around the edge of the box.
- **Position:** Precisely specifies the position and the size of a box. You can enter the position of the top left hand corner and the height and width of the box. When the requester box initially comes up, these text lines contain the position and the size of the active box. These parameters cannot be set for the default box and are not shown in the *Alter Default* requester.
- **Scale:** Scales bitmap graphics or structured drawings in both the *X* and *Y* directions. This is the numeric equivalent of scaling a graphic by holding down the ALT key while sizing the graphic box by one of its handles. This technique is useful to resize images to fit the layout. Enter the desired *X* and *Y* scaling values into the *Graphic Scale* text lines.
- **Offset:** This also applies only to boxes containing bitmap graphics or structured drawings. It lets you specify the graphic position within the box. This is the numerical equivalent of dragging a graphic within a box using the ALT key to drag. See the *Graphics* section for more details on manipulating graphics boxes.

NOTE: The *Graphic Scale* and *Offset* parameters only appear if the active box contains a graphic or a drawing. You cannot scale text with this option.

Set Tabs

1 0.5000	8 4.0000
1 0.5000	9 4.5000
2 1.0000	10 5.0000
3 1.5000	11 5.5000
4 2.0000	12 6.0000
5 2.5000	13 6.5000
6 3.0000	14 7.0000
7 3.5000	15 7.5000
OK	Cancel

- **Set Tabs:** Defines up to fifteen different tabs, plus paragraph indent. This makes it simple for you to import text and insert it at the correct tab location relative to the left edge of the box. Select the *Set Tabs* gadget in the requester and a *Set Tabs* requester appears.

NOTE: The *Set Tabs* gadget and requester will only appear if the active box is a text box or is empty.

Goto Previous Link/Next Link

This option makes it easy to navigate through a chain of linked boxes. *Goto* has no effect if the currently active box is not a linked text box. *Goto/Previous Link* makes the box ahead of the currently active box in the link chain active. *Goto/Next Link* makes the box linked after the currently active box active.

Group Menu

A group is a collection of boxes on either a page or on the art board. Once a collection of boxes has been grouped, it can be treated as a unit. The group can be moved as a single unit (all boxes keeping the same spatial relationship), cloned (copied), deleted, or aligned. If a group is moved such that there are boxes on and off the page, the boxes off the page will drop to the art board and the boxes on the page will remain as a group. If the entire group is moved to or from the art board, the group remains intact. Only one group can exist at any given time.

To create a group, select the *Make Group* tool (discussed later in "The Tool Palette") and drag an outline around all the boxes to be grouped. Note that after the group has been created, the cursor reverts automatically to the *Null Pointer*. All of the non-active boxes in the group now have long dashed outlines.

To add a box to the group, click in the box while holding down the SHIFT key. To remove a box from a group, click in the box while holding down the CTRL key.

To move a group, hold down the SHIFT key while dragging one of the boxes in the group. To move an individual box within the group, select the box and drag it, in the normal fashion. The box will remain in the group.

Clone

Creates a new group of boxes identical to the original in both attributes and content. The new group appears slightly beside and below the original group. The original group is "forgotten", and the newly cloned boxes form the new group. If any of the boxes in the original group were linked to other text boxes, those links do not exist in the cloned group, and the contents are limited to what was in its member boxes at the time it was cloned.

Group

Clone	sC
Delete	sD
Forget	sF

Align	
Center	
Merge	sM



Delete

Deletes all of the boxes in the current group. If some boxes in the group are not empty, a request is made to confirm the delete. If some boxes in the group are linked to boxes outside the group, the text is not deleted, but remains as part of the linked series. If, however, text is not linked to outside the group, it is deleted. Graphics and drawings will always be deleted.

Forget

Ungroups or "forgets" the current group, without changing any other attributes of the boxes in the group.

Align

Aligns all boxes in the group with the top, the bottom, the left, or the right side of the active box. This gives you a very quick way of reorganizing your group.

- Activate the box (by clicking on it) with which you wish the others to be aligned.
- Select any one of the four available *Group/Align* sub-items (*Top*, *Bottom*, *Left*, or *Right*).

Center

Centers all boxes in the group either vertically, horizontally, or both, with the center of the active box.

- Activate the box (by clicking on it) with which you wish the others to be centered.
- Select any of the three available *Group/Center* subitems.

Merge

Merges all structured drawing components within the group into one structured drawing box. This is very useful for combining a series of, or parts of, structured drawing segments into a unified illustration. It also stabilizes your structured elements into one unit that cannot be accidentally disrupted. (See "Structured Drawings" in the *Graphics* section.)

- Select *Group/Merge*.
- The new structured drawing can be manipulated in the same manner as any other structured drawing.

NOTE: Once a group of structured drawings has been merged, it cannot be undone. If you are not sure whether a particular box should be included in the merge, leave it out. You can always use *Merge* again later to add more boxes.

Type Menu

The *Type* menu contains most of the typographic controls for the program. *PageSetter II* has two methods of assigning typesetting parameters to text. First, when you create text with a word processor, you can embed special codes in it, which *PageSetter II* interprets when the text is imported. (For an explanation of this, refer to Appendix B: Formatting Text.)

The second method is through the use of the formatting tools in the *Type* menu. All text creation and editing can be done in the active box. To enter the text edit mode, select the *Text* tool. The items in the *Type* menu operate in conjunction with marked text blocks. If a block of text is marked, changes made through the *Type* menu will affect the entire block. If no block is selected, any changes in the *Type* menu take effect at the next typed character. Attributes shown in the *Type* menu are those of the character preceding the cursor if there is no marked block, and those of the first character in the block if a block exists. See the *Text Editor* section of the manual for details about using marked blocks and the *Type* menu.

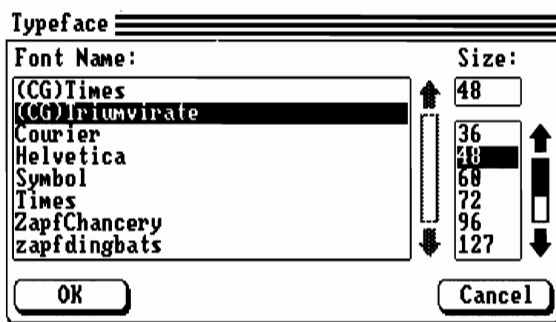
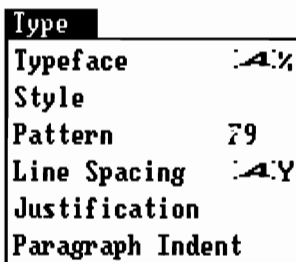
Typeface

Allows you to select the current typeface, and pointsize.

- Select the *Type/Typeface* sub-item. A requester will appear containing a list of the available typefaces, and pointsizes. Select the typeface by clicking on the font name in the font list. Use the scroll bar as necessary.
- To change point sizes, either click on the desired pointsize in the list or, if the pointsize you want is not in the list, click in the *PointSize* text line and type in the value.

NOTE: point sizes up to 127 points (in increments of one point) can be specified.

- When you are satisfied, click on the *OK* gadget in the lower left corner of the requester.



Style

Text styles can be selected by selecting the *Text/Style* subitem. Just select the subitems of the style desired.

You can also change the style by using the function keys. The function keys, however, work slightly differently from the menus. Selecting a style from the *Text/Style* menu will set the selected text to the styles as indicated by the checkmarks in the submenu, while using the equivalent function key will simply add the chosen style to the text. For example, if you highlight a sentence containing an italicized word and select *Bold* from the menus, the entire sentence will change to bold and the word will lose its italics; using the function key F6 to select Bold, the italicized word will change to bold italics.

Pattern

Text in *PageSetter II* can also be filled with a pattern. To do this, just mark a block of text to be filled with a pattern, and select *Text/Pattern*. Refer to *Draw/Palette* for details on the operation of the pattern requester.

Line Spacing

Leading (pronounced "ledging") is the constant space between lines of text. It gets its name from the strips of lead that were once used to separate line of type when typesetting was done using slugs of cast hot metal (lead) to form each line of type. The body text of this manual was set using 12 point type with leading of 2 points.

Extra spacing between paragraphs is often useful in indicating paragraph divisions clearly. The *Paragraph Spacing* option allows extra paragraph spacing to be set as percentage of the current line spacing.



- Select *Type/Line Spacing* and a *Line Spacing* requester appears.
- *Leading* is the amount of extra space to add to the largest point size on the line. It is expressed in points, and can be negative or positive. Simply type the amount of leading required into the text line.
- Paragraph spacing is specified as a percentage of the total line spacing (point size + leading) you have chosen.
- The line spacing attributes of the last character of the line is used for the spacing between that line and the next.

Justification

Selects the justification of the text: *Left*, *Right*, *Center*, or *Flush*.

The justification setting of the first character on the line is used for the entire line.

Paragraph Indent/None, In, Hanging

Selects how paragraphs are to be handled. A RETURN key in the text indicates a paragraph break. Paragraph indents can be:

- None: The start of the paragraph lies flush with body of the text.
- In: The start of the paragraph is indented in from the rest of the body of the text.
- Hanging: The start of the paragraph hangs outside the body of the text.

The amount of the paragraph indent is determined by the paragraph indent value (§) in the *Set Tabs* requester selected from the *Box/Alter/Current* sub-item.

Edit Menu

This menu is used to access the text editing functions of *PageSetter II*. Editing text and the use of this menu is described completely in *The Text Editor*. Below is a summary that you can use for quick reference.

Cut

Cuts out the marked block of text. The cut block will be kept in a paste buffer to await pasting.

Copy

Copies the marked block of text to the paste buffer. This differs from the *Cut* item in that *Cut* removes the block from the current box, while *Copy* leaves it there.

Paste

Text in the paste buffer is placed just before the current cursor position.

Unmarked Block

The current block is unmarked.

Save Block

Saves the marked block as an ASCII text file. A file requester will prompt for the file name. All typographic information is translated into embedded ASCII codes.

Edit	
Cut	⌘X
Copy	⌘C
Paste	⌘P
Unmark Block	⌘U
Save Block	⌘B
Select Box	⌘&
Select All	⌘*
Select to End	⌘(
Select from Beginning	⌘)
Find	⌘F
Replace	⌘R
Find Next	⌘,
Replace Next	⌘.

Select Box

All visible contents of the current text box is marked as a block.

Select All

Text in the current box and all linked boxes is selected as a block.

Select to End

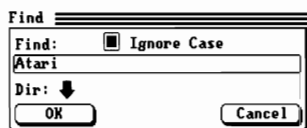
Text from the current cursor position onward, is selected as a block.

Select from Beginning

All text from the beginning of the article to the current cursor position is selected as a block.

Find

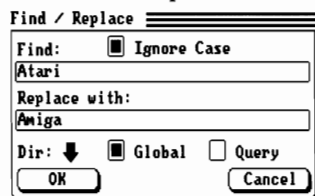
Searches through all text associated with the active box for a text string. If there are any embedded ASCII formatting commands (such as style or font size changes) the search will match only those strings with those specific attributes. If there are no embedded ASCII formatting commands, the search will match text with any attributes. If a text block is marked, only the block is searched. This lets you limit a search to a section of text.



- Select *Edit/Find* and a *Find* requester appears which has a string gadget, for specifying what to search for, a directional gadget (an arrow), and a button, which allows you to ignore letter case in the search.
- Click on the arrow to choose the direction of the search, and *PageSetter II* will search through the text in the desired direction. If a match is found, it will be marked as a block.

Replace

Searches through the entire document (all linked text boxes), or the marked block, if any, and replaces one string with another. This may be done once, or for all occurrences of the *Find* string with optional confirmation before each substitution.



- A *Find/Replace* requester, similar to the *Find* requester, appears. It contains the same gadgets described under *Find*. In addition, there is a *Replace with* string gadget. If an occurrence of the *Find* string is found, it will be replaced by the contents of this string. If *Global* is on, every occurrence of the *Find* string from the text cursor to the end of the text (in the specified direction) will be replaced. If *Query* is

selected, you will be asked, at each occurrence of the string, whether or not to replace it. As with the *Find* item, you may wish to use embedded formatting commands.

Typographical codes (see Appendix B: Formatting Text) are only applied to the first character of the string in the find operation. The replacement string can contain any number of embedded formatting codes. For example, you can search for all occurrences of the BOLD string “PSII” (by using “\BPSII”) and replace them with italic underlined Helvetica “PageSetter II” (by using “\NUff<Helvetica>PageSetter II”).

Find Next

Finds the next occurrence (in the current search direction) of the *Find* string.

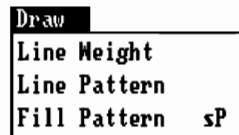
Replace Next

Finds the next occurrence of the *Find* string and replaces it with the *Replace* string. If *Query* is selected, you will be asked for verification before the replacement is done.

Draw Menu

Drawing parameters apply to both structured drawings and to box frames. Select the *Box Create* tool or any of the structured drawing tools. Any changes to the drawing parameters take effect upon the creation of the next structured drawing or of the frame of the next box created.

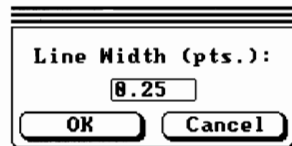
If you are not in the box create or the structured drawing mode, changes to the drawing parameters affect the active box. The attributes in the *Draw* menu are those of the active box.



Line Weight

Lists the line weights for the drawing tools or the box frames. You can choose *None* (zero width), 1/2 point, 1 point, 2 points, 3 points, 4 points, or *Hairline* (which prints out at the minimum width of which your printer is capable, but which is shown on the screen with a single pixel width). You can also choose a *Custom* line width sub-item.

- Select *Draw/Line Weight/Custom*.
- A *Line Width* requester appears.
- Type in the desired line width in points (to the nearest 1 point).

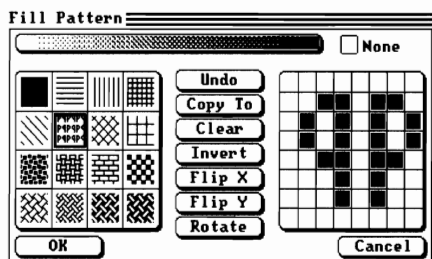


Line Patterns

Allows you to select various line patterns to use with the drawing tools and the box frames.

Fill Patterns

Select *Draw/Fill* to bring up the requester. To select a pattern, you can click on one of the three possible selections:



- *None* button: do not use any pattern.
- *Grey Scale* pattern bar: click on the bar to select the desired dither.
- *User defined* patterns: select a user defined pattern.

If you choose one of the 16 editable patterns, you may edit the pattern by clicking the mouse on the pattern edit grid on the right side. To facilitate pattern editing, the following buttons are provided:

- *Undo*: Undo all changes to selected pattern.
- *Copy To*: copy selected pattern to any other user pattern. For example, to make a new, similar pattern: click on *Copy To* button to highlight it, then choose any of your 16 user defined patterns to which you want to copy the pattern. If you make a mistake, simply click on *Undo*.
- *Clear*: clear selected pattern.
- *Invert*: inverts your pattern.
- *Flip X*: Flips pattern around the X- axis.
- *Flip Y*: Flips pattern around the Y-axis.
- *Rotate*: Rotates your pattern by 90°
- When you are satisfied, click on *OK*.

Preferences

Magnification	
Layout Tools	⌘L
Text Format	
Text Greking Control	⌘K
Compugraphic Font Control	⌘U
✓ QuickMove	⌘M
✓ Wireframe Graphics	⌘V
✓ Interlace Screen	⌘=
Interruptible Refresh	⌘;

Preferences Menu

This menu lets you set a number of the environment parameters for a document. These affect the appearance of the screen, or other aspects of *PageSetter II*'s operation. None, however, have any effect on the appearance of the document when it is printed. These settings are saved with the document.

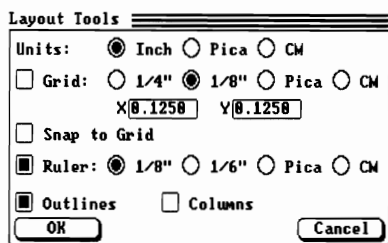
Magnification

Though the regular Amiga high resolution screen display (typically 640 by 400 pixels) is quite detailed, it is impossible to show an entire typeset page on screen in full detail. There is a zoom option which enables you to view individual letters, as well as to see the

whole page. There are four levels of magnification: 33%, 50%, 100%, and 200%. These magnifications are presented as sub-items. A check mark identifies the current magnification level. Since changing zoom levels is a common operation when working on a document, you may wish to use the keyboard equivalents instead of the menu selections.

Layout Tools

Brings up a requester with several features that help you to lay out a page precisely. The *Layout Tools* are divided into several sections, including *Units*, *Grid*, *Ruler*, and *Outlines*.



Units

Defines the unit of measure in your document. You have a choice of inches, centimeters, or picas to use as your measurement units. The one you choose is used throughout *PageSetter II* whenever you are asked for a size or a position. These units are also indicated in the coordinate display.

Grid

Rules the page into a precise grid, to position elements accurately. Grids can be turned on or off. They can be user specified in both the x and y directions, or selected from any one of four predefined grids. Selecting the "Grid" button displays the grid intersections as points on the page, which act as a visual guide.

Snap to Grid

If this is selected, all positioning and sizing will snap precisely to the intersection of the two nearest grid lines. This makes the precise placing of boxes with the mouse very quick and easy. If *Snap to Grid* is on, grid snap occurs whether or not the grid is visible. Snap to Grid is especially useful for drawing diagrams using structured graphics tools, since it makes it easy to join up lines exactly.

Ruler

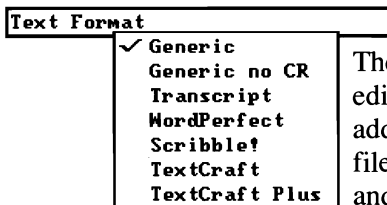
Allows you to turn the ruler on or off and to specify its units. When ON, the ruler is displayed around the top left of the page.

Outlines

Normally, every box is surrounded by a dotted border (solid if the box is active), and may have handles. If *Outlines* is turned off, these borders are not drawn. Turn *Outlines* on when editing a page, and off to see how it will look as output.

Columns

If this is turned on, the page margins and columns (as set by the *Page/Alter* requester) are displayed as dashed lines. Columns are only visual indicators. They can be used as guides for the placement of boxes on the page (see the *Tutorial* section).



Text Format

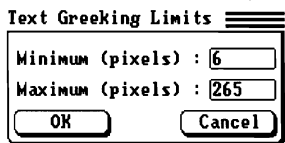
There are a wide variety of word processors and text editors available for creating text on the Amiga. In addition, you may wish to import ASCII (raw text) files from other machines such as Macintoshes, IBMs, and so on. Many of the Amiga text editors have

particular file formats which require special interpretations to import them into *PageSetter II*. *PageSetter II* understands several of these formats.

- Always check what sort of text file you are importing, and select the text format accordingly. If there is not a format which matches your file exactly, then use the *generic* setting.
- You may embed a wide variety of formatting codes in your file at the word processing stage (Appendix B: Formatting Text).
- In addition to their own formats, many word processing programs can save a "text only" version of a file. If your word processor is not one of those supported by *PageSetter II*, then use "text only", if you can, along with the *Generic* setting.
- The *Generic no CR* option lets you import text from word processors that put extra carriage returns (line breaks) in the file. Using this option, you may be able to use an unsupported word processor to print to a disk file, and then import this file into *PageSetter II*.

Text Greeking Control

Selecting this option will display a requester that allows you to set the minimum and maximum text sizes (in pixels) that will be accurately displayed on the screen (defaults are 6 and 265). Text



smaller or larger than these selected sizes appear "greeked", which means that the text is represented by a pattern, and it is not readable. Greeked text displays much faster, and text which is too small to read anyway, is better greeked for fast display

updates. Greeking large text (like headlines) can also speed up screen displays; this can be especially beneficial when using one of the Compugraphic fonts.

Compugraphic Font Control

The *Compugraphic Font Control* option in the *Preferences* menu gives you control over the use of the Compugraphic fonts. See "Compugraphic Fonts" in the *Output* section for an explanation of this feature.

QuickMove

Controls whether the contents of your box are visible while being moved. By default, when you pick up a box to move it, only the outline actually moves. The contents stay where they were, and only move when you put the box down. Sometimes it is convenient to see the contents while you are moving the box. If the *QuickMove* is turned off, the box contents will be picked up and moved around with the box. This item toggles *QuickMove* on and off. The contents of the box do not show even when the *QuickMove* item is off if the system is low on memory.

Wireframe Graphics

This option is ON by default, and increases the performance of structured graphics by displaying them just as outlines. Lines are not shown in their true thickness and pattern, and filled areas are left open. To see the graphics in their true form, select this item to de-select wireframe mode, removing the checkmark from the menu item. If the system is low on memory, fills will not show up even if wireframe graphics mode is turned off.

Interlace Screen

Selecting *Preferences/Interlace Screen* will provide a screen resolution of 640 by 200 pixels. This setting reduces screen flicker but it also removes half of the vertical lines of resolution so that the display will be coarser and less detailed. It is recommended that you work in 200% magnification if you want to edit text in this display mode.

NOTE: Working in the non-interlaced mode is a good way to conserve CHIP memory on your Amiga. If you suspect that you may be running short of available RAM, first make sure that you save your document, and then try using this option.

Interruptible Refresh

When this option is turned ON, you can abort any screen refresh by hitting the ESC key, selecting a gadget, or selecting a menu, while the refresh is in progress. This is particularly useful for experienced users who do not wish to wait between operations.

notebook window. PageSetter II now is shown. * See below * Hold copy inside

The screen can be manually refreshed at any time by pressing the SPACE bar when not in text editing mode.

This brings us to the end of our tour of the PageSetter II menus.



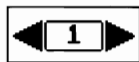
Front-Back Gadgets

This standard Amiga gadget allows you to switch between one screen and another. For example, you may be running another Amiga program in the background, and wish to go from the *PageSetter II* screen to this other program without rebooting. Just click on the *left* gadget to switch screens.

The Tool Palette

The Tool Palette contains a variety of layout and structured drawing tools. The palette is divided into five parts: the *Page Number* gadget, the *General Tools* palette, the *Screen Position* gadget, the *Box Control* tools, and the *Structured Drawing* tools.

NOTE: Once you select one of these tools, it will generally stay selected until you specifically select another tool. Note that the tool gadget stays highlighted and the mouse pointer changes to reflect the tool that you are using.



Page Number Gadget

The *Page Number* gadget allows you to view any page in your document. The gadget indicates the page number of the currently visible page.

- Pressing the right arrow will bring up the next page in the document.
- Pressing the left arrow will bring up the previous page.
- The text line in the middle of the gadget displays the current page number. To go directly to another page, delete the current page number, type in the number of the page you wish to view, and press RETURN.

* To save chip memory: Preferences/Working Area, then on menu. First close all application windows on the Workbench, then select Preferences/Working Area.

The General Tools Palette

Null Pointer

The Null mode is used to move and to size objects on the screen. Clicking in this gadget turns off the current mode and returns it to Null mode. The mouse pointer changes to an arrow.



Print

Clicking on this has exactly the same effect as selecting *Project/Print*. That is, the Print requester appears allowing you to output your pages to your printer.



Box Create

Makes boxes anywhere on a page or on the art board.

- Click on the *Box Create Tool* icon. This turns on Box Create mode. The pointer turns into crosshairs on the screen.
- Click and drag a box to the desired size. You can create more than one box by just clicking and dragging each box in turn.
- Make sure that you return to the tool palette and exit from the Box Create mode if you want to use another tool.
- Using Auto Box, a box can be created in a particular column. It will take on the maximum possible size in that column without overlapping other boxes. To use Auto Box in *Box Create* mode, hold the CTRL key down while clicking in that column. Columns are defined when you create or alter a page.



Make Group

Selects one or more boxes as a group.

- To make a group, drag out an outline around the boxes to be included in the group. Those boxes that fall completely in the outline will form the new group.
- After a group is made, the *Group* tool automatically turns off, and you are returned to the *Null* mode.



Text

Turns on *Text Edit* mode.

- Select the *Text* tool.
- Select the box to edit by clicking in that box. To select another box to edit, click in the other box.
- Using Auto Box, a text box can be created in a particular column automatically. The text box will be the largest possible box (without overlapping other boxes) in that column. To use Auto Box, click in the desired column while holding the CTRL key.





Copy

Makes a copy of the currently active box or the currently marked text block. If you are in text mode and have a text block marked, clicking on this gadget will make a copy of the text block into the paste buffer for later use - this is identical to selecting *Edit/Copy*. If you are not in text mode, a copy of the currently active box will be made. In both cases, the original is left undisturbed.



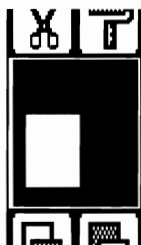
Cut

Copies the currently active box or the currently marked text block into the paste buffer and removes the original. This functions in exactly the same manner as *Copy*, except that the original is deleted.



Paste

Places the current contents of the Paste buffer onto the page. If you are in text mode, clicking on *Paste* will place the text in the paste buffer at the current cursor position - this is identical to selecting *Edit/Paste*. If you are not in text mode, the box which has most recently been cut or copied will be attached to the cursor and may be placed on the page, at the desired position, by clicking the left mouse button.



Page Position Gadget

Scrolls around a magnified page. The gadget shows a white positioning rectangle which represents the screen image, inside a larger black rectangle which indicates the entire page. The positioning rectangle indicates the location of the visible portion of the page in the current magnification mode.

- To change the position, drag the smaller rectangle around within the representation of the full page.

Another way to scroll around the page is through the arrow keys. When in Null mode (cursor is an arrow) these keys will scroll the page in the appropriate directions.

Box Control Tools

This group of gadgets represents functions that affect the relationships among boxes.



Box to Front/Box to Back

Reorders the layering of overlapping boxes. The boxes are normally layered in the order in which they were created. Each box is created in front of all of the other boxes which were laid down before it was. You can change the order of the boxes by bringing

the active box to the front or sending it to the back. An impermeable box will only displace the text in boxes behind it, so if you can not get text to flow around a box, try using these tools to move the text box containing the flow-around text to the back.

Link

Creates a chain of text boxes.

- The active box must be a text or an empty box which is either isolated or which is at the end of an existing chain.
- Select the *Link* tool. Click in the box that you want to add to the chain. This box will now be added to the chain and will become the active box.
- An Auto Box can be created and linked by holding the CTRL key down while clicking the mouse button.



Unlink

Breaks a chain of text boxes.

- Select the *Unlink* tool. Click in the box you wish to unlink. The chain will be broken at the beginning of this box. This box will now become the first box in a new chain that contains the rest of the previous chain.



Drawing Tools

These gadgets enable you to draw structured or object oriented (CAD type) drawings, anywhere on the page or art board.

PageSetter II allows you to create shapes in a variety of line weights and patterns. The line weight, line pattern, and fill pattern can be changed from the *Draw* menu. (The area enclosed by any shape drawn is filled with the current Fill Pattern.) See the *Graphics* section for details about drawing with the structured graphics tools.

Straight Line

- Click on the page and, while the left mouse button is still down, move the mouse to drag out the line. Once you are satisfied with the positioning of the line, release the mouse button to put the line on the page.
- If you hold down the ALT-key before you put down the first point of the line, it will be constrained to the nearest 45 degree angle.



Rectangle

- Click on the page; this anchors one corner of the rectangle.
- Drag the opposite corner to the required size.



- Holding down the ALT-key, before you put down the first corner, constrains the box to be square.

Ellipse



- Click on the page. This is the location of the center of the ellipse.
- Drag the corner of the ellipse box out to the desired size.
- Holding down the ALT-key, before you put down the first corner, constrains the ellipse to be a circle.

Polygon

Draws straight-line polygonal shapes.



- Click and release the left mouse button to start the first line segment. Move the mouse to the next point. Clicking and releasing draws the first line segment and immediately starts creating the second; draw as many lines as you need. Double-clicking the left button, after drawing the last line segment, ends the polygon.
- Holding the ALT-key, before drawing the initial point, will close the polygon regardless of where the last point is.

Appendix A

Keyboard Equivalents

Box outlines on/off	c B
Metric units	c M
Inch units	c I
Pica units	c P
Columns on/off	c K
Grid snap on/off	c S
Grid on/off	c G
Box frame on/off	c F
Lock Box on/off	c L
Hide contents on/off	c X
runaround on/off	c [
Ruler on/off	c R
Previous page	s <
Next Page	s >
thin space	a SPACE
En space	c SPACE
Em space	s SPACE

Project	
New	⌘N
Open	⌘O
Save	⌘S
Save as	⌘Z
Information	⌘I
Import	
Print	F10
About	⌘A
Quit	⌘Q

Page	
New	⌘N
Load	⌘O
Save	⌘Z
Delete	⌘D
Alter	
✓ Visible	⌘V

Alter	
Current	⌘C
Default	⌘T

Box	
Show Active	⌘S
Clone Active	⌘C
Delete Active	⌘DEL
Delete Contents	⌘ADEL
Alter	
Go to	

Alter	
Active	⌘A
Default	⌘B

Go to	
Previous Link	⌘P
Next Link	⌘N

Import	
Text	⌘T
Bitmap Graphic	⌘G
Professional Draw Clip	⌘D

Group	
Clone	⌘C
Delete	⌘D
Forget	⌘F
Align	
Center	
Merge	⌘M

Type	
Typeface	⌘X
Style	
Pattern	F9
Line Spacing	⌘Y
Justification	
Paragraph Indent	

Align	
Top	⌘T
Bottom	⌘B
Left	⌘L
Right	⌘R

Center	
Vertically	⌘V
Horizontally	⌘H
Both	⌘X

Style	
✓ Plain	F1
Bold	F2/⌘F2
Italics	F3/⌘F3
Outline	F4/⌘F4
Underline	F5/⌘F5
Shadow	F6/⌘F6
Superscript	F7/⌘F7
Subscript	F8/⌘F8

Justification	
✓ Left	⌘L
Right	⌘R
Center	⌘C
Flush	⌘J

Draw	
Line Weight	
Line Pattern	
Fill Pattern	⌘P

Line Weight	
Custom	⌘M
None	
✓ Hairline	
1/2 point	
1 point	
2 points	
3 points	
4 points	

Paragraph Indent	
✓ None	⌘E
In	⌘I
Hanging	⌘H

Edit	
Cut	⌘X
Copy	⌘C
Paste	⌘P
Unmark Block	⌘U
Save Block	⌘B
Select Box	⌘&
Select All	⌘*
Select to End	⌘(
Select from Beginning	⌘)
Find	⌘F
Replace	⌘R
Find Next	⌘,
Replace Next	⌘.

Preferences	
Magnification	
Layout Tools	⌘L
Text Format	
Text Greeking Control	⌘K
Compugraphic Font Control	⌘U
✓ QuickMove	⌘M
✓ Wireframe Graphics	⌘V
✓ Interlace Screen	⌘=
Interruptible Refresh	⌘;

Magnification	
200%	⌘1
✓ 100%	⌘2
50%	⌘3
33%	⌘4

Appendix B

Formatting Text

Many users will want to enter large quantities of text using a word processor. This leads to the problem that a given program may not support many of the formatting commands used in *PageSetter II*. To work around this *PageSetter II* supports imbedded ASCII formatting codes. If these codes are put into the original file *PageSetter II* will import these codes as well as any word processor specific codes according to which file format you have selected under preferences.

Note that all formatting commands consist of a backslash (\) followed by a number of codes. No space should be left between the backslash and the code. Some codes are followed by a parameter, which should be a number (either fixed point or float) giving further information. If a parameter is needed type the less than sign (<), the number, and the closing greater than sign (>). Also the case of the formatting code is significant.

Line Spacing

Leading: The size of the typeface being used plus (or minus) a specified amount of leading can be used.

- \l<points of leading>
- eg. \l<2> for 2 pt leading

Type

Typeface: A particular font can be specified.

- `\ff<font name (from directory)>`
- eg. `\ff<Helvetica>`

Size: A particular size can be specified.

- `\fs<size (in points)>`
- eg. `\fs<24>`

Justification

Various justification modes can be specified.

- Left `\jl`
- Right `\jr`
- Centered `\jc`
- Flush `\jf`

Paragraph indent

Various paragraph indents are possible.

- indent `\pi`
- hanging `\po`
- no indentation `\pn`

Paragraph Spacing

This is set as a percentage of the line space.

- `\ps<percentage>`
- eg. `\ps<150>` to indicate paragraph spacing to be 150% of line spacing

Type Style

Various styles can be selected.

- Bold On `\B`
- Bold Off `\b`
- Italics On `\I`
- Italics Off `\i`
- Underline On `\U`
- Underline Off `\u`
- Outline On `\O`
- Outline Off `\o`
- Shadow On `\SH`
- Shadow Off `\Sh`

- Superscript On \SP
- Superscript Off \Sp
- Subscript On \SB
- Subscript Off \Sb

This code toggles all the above style codes off giving plain text.

- \n

Patterned Text

- \FP<int> text fill pattern number
- \Fp fill off (same as \FP<0>)

Letter Space control

This code sets tracking in points.

- \t<tracking>

Spaces

The following codes insert EN, EM, and thinspaces respectively.

- En: \N
- Em: \M
- thin: \T

Others

This code is used to indicate the end of the text to be imported if it is not the end of the file.

- \.

This code is a soft hyphen.

- \-

New paragraph.

- \P

Tab.

- \s

Appendix C

Hard Disk Install

Installing *PageSetter II* on your Hard Drive

First, boot up your hard drive system as you normally do, and enter the Command Line Interface (CLI).

The hard drive installation is done by a command file called HDInstall. This installation procedure assumes that you have already installed the v1.3 operating system, printer drivers, and preferences in your system. If not, consult your Amiga documentation. Please check that the installation will not adversely affect your system. Before installing *PageSetter II*, you should decide where you wish to install it. This will normally be on the main hard disk partition (SYS:) but you may want it installed on another partition. There are no restrictions, but you should make sure that the destination partition has at least 1.5 MB (3100 blocks) of free storage available. You can find out how much free storage is available on all of the disks by typing:

```
1> INFO
```

Once you have decided where *PageSetter II* is to go, you may start the installation procedure by typing:

```
1> ASSIGN PageSetterII:
```

```
1> ASSIGN CGFonts:
```

```
1> ASSIGN CGCache:
```

```
1> EXECUTE PSUtil:Misc/HDInstall [partition]
```

"Partition" is the name of the hard disk partition onto which you wish to install *PageSetter II*. If you omit this parameter, the program will automatically be installed onto SYS:.

NOTE: In all of the examples in this section, parameters shown in square brackets are optional. If you do include an optional parameter, do not type in the brackets.

Some of the installation steps are optional. You are asked whether the step should be performed; if you answer "no", it will be skipped. Most of the optional steps should in fact be done unless you have a specific reason to omit one. The only exception is the deletion of the sample document and images, which is entirely up to you.

For a complete explanation of the hard disk installation, and some examples, type:

```
1> EXECUTE PSUtil:Misc/HDInstall HELP
```

After Installation

Having installed *PageSetter II*, you must tell the program where to find the information it requires to run properly, by defining two system ASSIGN's. There are two ways to proceed:

- 1) There is a file in the S: directory called "startup-sequence" which tells the Amiga what to do every time you boot the system. Insert the following lines at the end of the "startup-sequence" file, before the ENDCLI command if there is one:

```
ASSIGN PageSetterII: partition:PageSetterII
ASSIGN CGFonts: partition:PageSetterII/CGFonts
ASSIGN CGCache: CGFonts:CGCache
```

where "partition" is the name of the hard disk partition onto which you have just installed *PageSetter II*. You can use any ASCII text editor for this, including Ed or Edit, both of which are on your Workbench disk. Be careful about word processors, however--unless the startup-sequence file is saved as plain text, with no formatting codes, it will be useless.

- 2) Each time you are about to start *PageSetter II*, type the above three ASSIGN commands in the CLI.

Of these two methods, the first is preferable, since you only have to worry about it once. The second must be done every time you reboot your Amiga, if you will be using *PageSetter II*.

Remove the *PageSetter II* floppy disks from your drive(s). These disks should not be in the drives when starting *PageSetter II*, and must not be in the drives when you reboot.

PageSetter II is now installed. You should reboot your computer before using *PageSetter II*.

Using *PageSetter II* on your hard drive system

From Workbench:

- Double click on the PageSetter drawer icon.
- Double click on the PageSetter program icon to start the program.

From CLI:

- Enter the CLI.
- Start *PageSetter II* by typing:
1> PageSetterII:PageSetterII

See Hard Copy for instructions for all other programs.
See the Hard Copy for instructions for all other programs.



Appendix D

Alternate Character Set

The following are commonly used characters that require combinations of keys to access. a F + x means to depress the Alt-F keys, releasing, and then depressing the 'x' key.

x	a F + x	a G + x	a H + x	a J + x	a K + x
a	á	à	â	ã	ä
e	é	è	ê		ë
i	í	ì	î		ï
o	ó	ò	ô	õ	ö
u	ú	ù	û		ü
y					ÿ
A	Á	À	Â	Ã	Ä
E	É	È	Ê		Ë
I	Í	Ì	Î		Ï
O	Ó	Ò	Ô	Õ	Ö
U	Ú	Ù	Û		Ü

x	a x	x	a x
a	æ	A	Æ
b	º	B	º
c	ç	C	Ç
d		D	
e	©	E	©
f		F	
g		G	
h		H	
i	ı	I	
j		J	
k		K	
l	£	L	£
m		M	ı
n		N	-
o	ø	O	Ø
p	¶	P	¶
q	å	Q	Å
r	®	R	®
s	ß	S	§
t		T	
u		U	
v	ä	V	ä
w	°	W	°
x		X	
y	□	Y	¥
z		Z	¬
1		2	
3		4	¢
5		6	
7		8	•
9	«	0	»

Appendix E

License Agreement

Carefully read all the terms and conditions of this agreement prior to breaking the diskette seal. Breaking the diskette seal indicates your acceptance of these terms and conditions.

If you do not agree to these terms and conditions, promptly return the unopened diskette package and the other components of this product to the dealer where the purchase was made.

1. **COPYRIGHT:** The program and its related documentation are copyrighted. You may not use, copy, modify, or transfer the program or documentation, or any copy except as expressly provided in this agreement.

2. **LICENSE:** You have the non-exclusive right to use the enclosed program only on a single computer. You may physically transfer the program from one computer to another provided that the program is used on only one computer at a time. You may not electronically transfer the program from one computer to another over a network. You may not distribute copies of the program or accompanying documentation to others. You may not modify or translate the program or documentation.

3. **BACK-UP:** You may make one (1) copy of the program solely for back-up purpose. You must reproduce and include the copyright notice on the back-up copy.

4. **TERMS:** This license is effective until terminated. You may terminate it by destroying the program and documentation and all copies thereof. This

license will also terminate if you fail to comply with any term or condition of this agreement. You agree upon such termination to destroy all copies of the program and documentation.

5. **PROGRAM DISCLAIMER:** The program is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the results and performance of the program is assumed by you. Should the program prove defective, you (and not Gold Disk Inc. or its dealers) assume the entire cost of all necessary servicing, repair or correction. Further, Gold Disk Inc. does not warrant, guarantee or make any representations regarding the use of, or the results of the use of, the program in terms of correctness, accuracy, reliability, currentness, or otherwise; and you rely on the program and results solely at your own risk.

6. **DISKETTE LIMITED WARRANTY:** Gold Disk Inc. warrants to the original licensee that the diskette(s) on which the program is recorded shall be free from defects in material and workmanship only for a period of thirty (30) days from the date of original purchase. If a defect covered by this warranty occurs during this 30-day warranty period, and it is returned to the dealer from whom it was purchased not later than five (5) days after the end of such 30-day period, the dealer shall, at the dealer's option, either repair or replace the diskette.

This warranty is in lieu of all other express or statutory warranties, and the duration of any implied warranty, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, is hereby limited to said thirty (30) day period. Gold Disk's liability is limited solely to the repair or replacement of the defective product, in its sole discretion, and shall not in any event include damages for loss of use or loss of anticipated costs, expenses or damages, including without limitation any data or information which may be lost or rendered inaccurate, even if Gold Disk Inc. has been advised of the possibility of such damages.

Some states/provinces do not allow a limitation on how long an implied warranty lasts, so the above limitation may not apply to you. Some states/provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state/province to state/province.

7. **MISCELLANEOUS:** This license agreement shall be governed by the laws of the province of Ontario, Canada.

Glossary

Gold Disk PageSetter II

Active Box	The current box to which all box operations are performed.
art board	The <i>PageSetter II</i> representation of a designer's drawing or light table. An area on the screen where pages and boxes are stored and manipulated.
ascender	The top part of an upper case character that rises above the body of the letter.
article	An article refers to a text "story". An article may or may not span several linked boxes.
ASCII	Acronym for "American Standard Code for Information Interchange". The standard code used for character representations.
aspect ratio	A ratio between the width and the height.
backspace	A key marked either "Back Space" or with an arrow pointing to the left.
baseline	The imaginary line on which the base of all letters rest.
baud rate	The rate at which information is transferred between a computer and output device.

Bezier curve	A mathematically defined smooth curve (defined as a cubic equation).
bit	An abbreviation for "binary digit". Groups of bits are used to represent characters and other information. The most common grouping is the "byte" (8 bits).
bitmapped graphic	A graphic created with pixel representation.
block	A segment of text selected for an editing operation.
body text	The main text of the document, not including headings.
bold	Letters with a heavier, blacker appearance.
box	A container for text, graphics, or structured drawings.
bullet	A large dot often used to add emphasis to parts of text, or to designate a list.
byte	A group of eight (8) binary digits (bits) forming one character.
caption	The descriptive matter printed above or below an illustration.
carriage return	Often referred to as the RETURN key.
CLI	Acronym for "Command Line Interface". A n Amiga operating system level user interface where commands are entered manually.
camera ready	A term used for artwork or copy ready for final film production.
centered justified text	Text centered on the full line, with both ragged left and ragged right margins.
color separation	The division of a multicolored original into four basic colors: black, yellow, magenta, and cyan.
cropping	To trim a graphic to a reduced size by removing part of the image.
descender	The bottom part of a lower case letter that falls below the baseline.
digitized picture	A picture converted into an electronic format that can be processed, stored, and reconstructed.
dingbat	A decorative element such as a border.

discretionary hyphen	A hyphen entered by the user that is not displayed but tells the computer where to break the word, if necessary.
document	The project currently being worked on within <i>PageSetter II</i> .
drag	The process of moving objects on the screen using the mouse.
drop cap	A large capital letter at the start of a block of text that drops into the lines below.
drop shadow	A shadow behind an image designed to make the image stand out.
EM	The unit of measurement for type width usually defined as the horizontal distance equal to the point size of the font.
EM space	A space equal to the point size of the font being used.
EN	The unit of measurement for type width as one half the horizontal width of an "em" (i.e. one half the point size).
EN space	A space equal to the height of an "em" and the width of an EN (i.e. half the width of the point size).
file requester	A way of accessing both files and directories on the screen.
fill color	The color used in the fill pattern.
fill pattern	A pattern used to fill objects in a drawing or box frame.
flush justified text	A body of text where the letters are flushed to both right and left margins.
font	A complete set of characters of one type size, type style, and typeface.
frame	The printed border and/or fill associated with a box of text or graphics.
gadgets	The icons within a requester, window, or screen that are used to change the display or to access a tool.

grid	A set of non-printed lines similar to graph paper used as a guide for page layout.
group	A collection of boxes.
gutter	The space between columns of text.
hairline	The thinnest line that an output device can render.
halftone	A continuous gray tone simulated by a pattern of pixels.
handles	Boxes have eight handles, one on each corner and one in the middle of each side. They are used to change box proportions.
HAM	Acronym for "Hold And Modify" mode on the Amiga. Used to access 4096 colors on the screen.
hard disk drive	A hardware device attached to the Amiga with more storage than a floppy disk drive.
hyphenation	The splitting of words at the appropriate point at a line break.
icon	A pictorial representation of a tool, document, or gadget.
italic	Text modified to slant to the right.
justification	The way text is formatted on a line. It can be centered, flush, left, or right justified.
kerning	The adjustment of space between individual characters to give the text a tighter appearance.
kerning pairs	Character combinations that are typically kerned. Different fonts have different combinations, including AV, Te, etc.
Kickstart disk	A disk containing the information the Amiga requires to begin operations.
landscape printing	Output pages in horizontal orientation.
layout	An outline that gives the general appearance of the printed page, including text and graphics.
leading	The amount of additional space or "lead" between two lines of type.
left justified text	Text with a straight left margin and a ragged right.
line pattern	The pattern with which a line is drawn such as dashed, solid, or broken.

line spacing	The spacing between lines of text. In <i>PageSetter II</i> , this can be fixed, relative, or in terms of leading. Note <i>PageSetter II</i> calculates both leading and line spacing from the "cap height" (the top of the ascender) to "cap" of any two lines of text.
line weight	The thickness of lines used in structured graphics and box frames.
linked text boxes	A series of boxes linked together to make up an article.
lowercase	Non-capitalized letters of a font.
manual feed	Paper put into a printer by hand.
margin	The blank area surrounding the printed matter on a page.
masthead	The details regarding the publisher printed in the editorial or contents pages of a periodical.
mechanical separation	The separation of a solid specific colors from a layout. In printing, this color will be printed as a separate plate on the printing press.
menu bar	The strip of menu headings at the top of the screen accessed by pressing the right mouse button that contains menu titles.
metric file	A file used in <i>PageSetter II</i> that provides information about a particular typeface. This information includes the width of each character and kerning pairs.
micro-justification	The adjustment of space between individual letters to achieve flush justification.
opaque box	A box through which nothing is seen.
page description language	A computer language (usually built into an output device) that describes the page to be printed in terms of abstract graphical entities.
paper size	The physical dimensions of the paper on which the document is to be printed.
pica	A standard unit of type size measurement approximately equal to 1/6th of an inch.
pixel	The abbreviation for "picture element": the smallest item of display information on the screen

point	A typesetting unit of measurement equal to 1/12th of a pica (approximately 1/72"). The height of a font (the distance from the top of the ascender to the bottom of the descender) is normally expressed in points.
pointer	The moving object controlled by the mouse, on the screen used to select items, icons, and gadgets.
portrait printing	Outputs pages in vertical orientation.
PostScript	A standard page description language that describes the appearance of text and graphics on a printed page.
printable area	The area of the paper that can be printed upon. The dimensions differ with different output devices.
program	A set of instructions given to the computer to process information.
proportional fonts	The space allotted for each character is based on the character's width. Thus, a "w" takes up more space than an "i".
requester	The display element of the screen that requests a response to proceed with the next action in a sequence.
resolution	A measure of the dot density of an output device.
right justified text	Text with a straight right margin and a ragged left.
roman	The term used to distinguish upright letters from italics.
ruler	A marked strip along the left side and top of a page. Used as a positional guide for page layout.
sans-serif fonts	Typefaces without serifs.
scaling	Changing the size of an image proportionally.
screen	The physical display area of the Amiga monitor.
serif	Projecting crosslines that end the main strokes of letters.
string gadget	A gadget used to enter or modify strings or numbers.
structured drawing	A picture stored as a mathematical representation of what is seen on the screen.

submenu	The additional menu that appears below and to the right side of a menu item.
subscript	A character whose baseline is shifted down, relative to the character proceeding it.
superscript	A character whose baseline is shifted up, relative to the character proceeding it.
template	The prototype of a page used for all similar pages.
text runaround	Used with impermeable boxes, forces text to flow around a box.
thin space	A typesetting unit of measurement equal to one half of an "en space".
thumbnail printing	A reduced version of a page. Several pages of a document can be printed on a single page of output to get an impression of the overall layout.
tile printing	A document page larger than the paper used for output is printed on several pages in overlapping segments.
tool	A facility for working with the onscreen display.
tracking	The additional spacing between individual letters.
type family	Type with common design characteristics (i.e. Times).
typeface	A particular combination of type family, style and weight.
typography	The general design and appearance of printed matter using type.
uppercase	Capital letters.
Workbench	The icon-based interface used to perform system operations on the Amiga.
WYSIWYG	Acronym for "What-You-See-Is- What-You-Get". The output from word processors with WYSIWYG is similar to the screen representation of the page.
x-height	Defined as the height of a lower case letter, not including ascenders and descenders.

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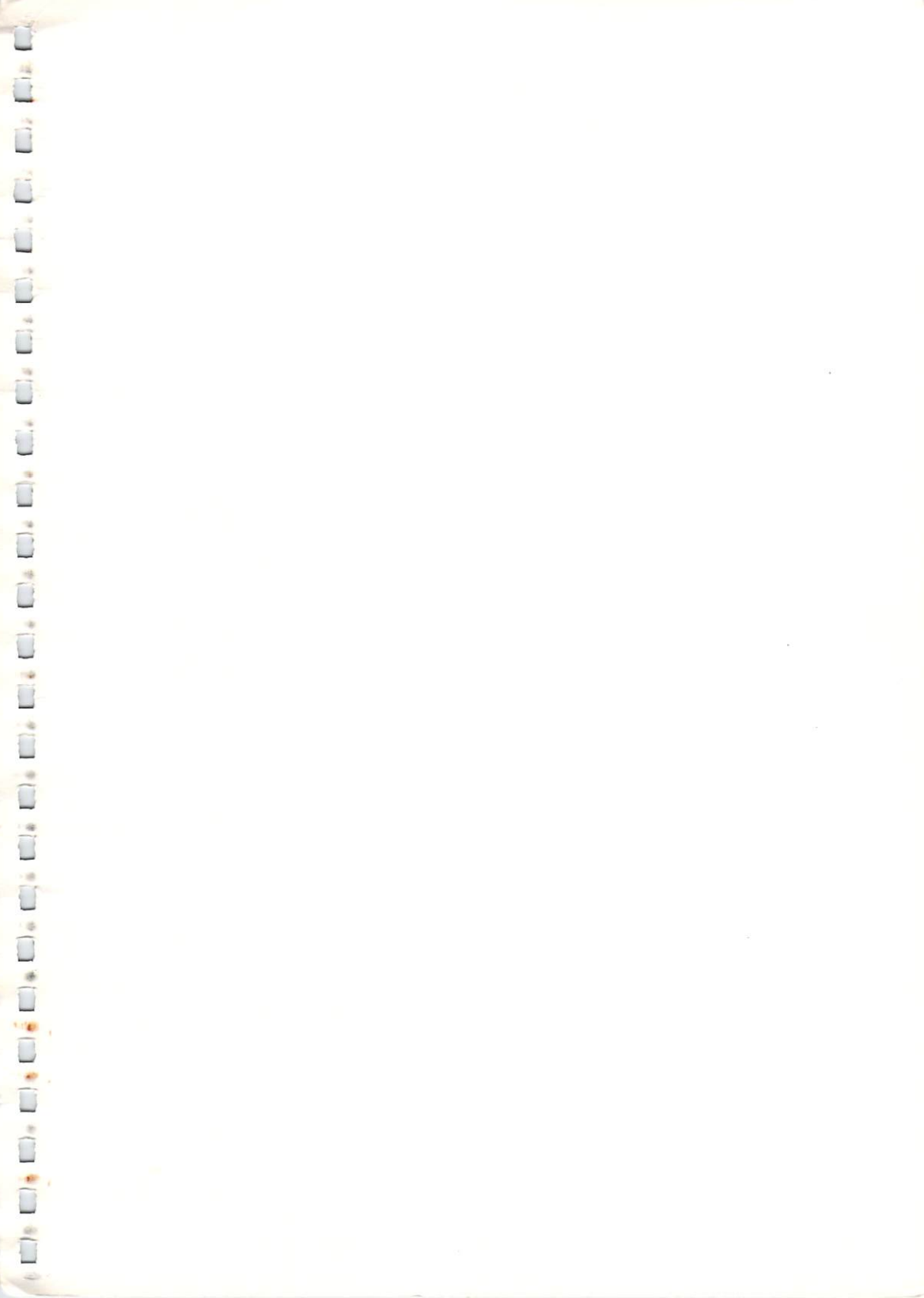
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